

Iowa. The property, ranging from paperclips and typewriters to bulldozers and aircraft, is used to fill the needs of public agencies, schools, hospitals, museums, libraries, and nonprofit health and education activities. Division employees determine the property needs of the eligible agencies; locate and select available property; transport Iowa's allocation back to the state; maintain accountability records; and make equitable distribution. After establishing eligibility, agency representatives may visit the Surplus Property Distribution Center on the Iowa State Fairgrounds in Des Moines where they may select from an inventory valued at more than \$5 million in original government acquisition cost. Eligible agencies also receive periodic catalogs and may make special requests. The program receives no appropriation, operating instead out of a revolving fund derived from small service charges paid by the recipients of federal surplus property. These charges average about 8% of the original cost of the property.

The Materials Management section also receives and distributes state surplus property. Furniture and equipment no longer needed by state agencies is stored in the Records & Property Center at East 7th and Court in Des Moines, where it is made available to other state agencies at no cost. Property that is not re-utilized by state agencies is sold to other public agencies, sold at public auction, scrapped, or disposed of otherwise. Net proceeds from the sale of state surplus property are deposited in the General Fund.

The Central Supply unit stocks and distributes supplies to state agencies within the Capitol Complex as well as to numerous field operations. Paperstock for Centralized Printing and other state agencies in Des Moines is purchased by the Purchasing Division and distributed from the Records & Property Center.

Records Commission, State

Kathleen S. Williams, administrator; Records Management Division-Department of General Services; Hoover State Office Building, Des Moines 50319; 515-281-4208

MICHAEL L. FITZGERALD, treasurer of state and chair, Des Moines

ELAINE BAXTER, secretary of state, Des Moines

PATRICK CAVANAUGH, director; Department of Management, Des Moines

DAVID CROSSEN, administrator; State Historical Society of Iowa, Department of Cultural Affairs, Des Moines, designee

RICHARD FISH, administrative division deputy; Auditor's Office, Des Moines, designee

SHIRLEY GEORGE, administrator; State Library Division, Department of Cultural Affairs, Des Moines

ELDON SPERRY, administrator; Financial Management Division, Department of Revenue and Finance, Des Moines, designee

JACK B. WALTERS, director; Department of General Services and executive secretary, Des Moines

The State Records Commission, established in 1974 under legislation enacted by the 65th General Assembly, is responsible for the management of state records. All executive departments, offices, commissions, and boards, with the exception of the Iowa Department of Transportation and the agencies and institutions under the control of the State Board of Regents, are subject to the policies and provisions of the commission's records management program, as documented in the State Records Management Manual. The Department of Transportation and the State Board of Regents are required to obtain State Records Commission approval of the administrative rules documenting the respective records management programs of those agencies.

Specific duties of the State Records Commission include the determination of those records of sufficient administrative, legal, fiscal, research, or historical value to warrant continued preservation; the determination of those records of no further administrative, legal, fiscal, research, or historical value, to be disposed of or destroyed; the establishment of a system for the protection and preservation of records essential for the continuity or re-establishment of governmental function in the event of an emergency arising from enemy action or natural disaster; the approval of the purchase of records storage equipment and supplies by state agencies; and the approval of the purchase of records duplicating or microfilming equipment and supplies by state agencies.

The Records Management Division of the Department of General Services provides administrative support to the State Records Commission. The division reviews records-

related systems within the state agencies, and provides to the Records Commission recommendations for changes necessary to assure maximum efficiency and economic use of equipment and procedure. In addition, the Records Management Division functions as a liaison on behalf of the State Records Commission, and implements the directives, policies, and decisions of the commission as applied to the state agencies.

Records Management Division

Kathleen S. Williams, division administrator; Hoover State Office Building, Level A, Des Moines 50319; 515-281-4208

The Records Management Division was established in January, 1975 to provide administrative support to the State Records Commission, as required under Chapter 304 of the *Code of Iowa*. A primary responsibility of the division is to review records-related systems within state agencies, and to provide the State Records Commission recommendations for changes necessary to assure maximum efficiency and economic use of equipment and procedures. The State Records Management Manual, developed by the division, sets out the division's operating policies and procedures as well as records retention and disposition schedules for all state agencies records except those of the Department of Transportation and the Board of Regents.

As a division of the Department of General Services, Records Management, with a staff of 20, is responsible for the establishment and maintenance of records filing systems, including centralized records storage facilities. The records centers provide a low-cost alternative to state agencies which have records requiring retention beyond their active use.

The micrographics section of the Records Management Division provides micrographics services to state agencies. The micrographic section is capable of indexing, filming, processing, and duplicating a wide variety of state agency records and files, from checks and warrants to engineering drawings and blueprints.

Risk Management Division

Vacancy, division administrator; Hoover State Office Building, Level A, Des Moines 50319; 515-281-5856

The Risk Management Division was created by the 67th General Assembly in 1978, under Section 18.160 of the *Code of Iowa*.

The overall objective of the division is to provide risk management services to all state boards, commissions, and agencies as well as governmental subdivisions. These services apply to all property and liability loss exposures and include risk identification and analysis, risk control programs, and risk financing programs.

The division is responsible for maintaining loss and exposure data on all state's property and liability risks and must purchase the needed insurance coverage for all of state government.

After the program for the state has been implemented, the division will begin to provide risk management services to cities, counties, townships, school districts, area education agencies, area vocational schools, and area community colleges within the state.

Vehicle Dispatcher Division

Dale K. Schroeder, state vehicle dispatcher; GMC Building, 301 East 7th St., Des Moines 50319; 515-281-5121

The 48th General Assembly vested authority in the governor, effective July 1, 1939, to assign all state-owned motor vehicles to state officers and employees, and state offices, department bureaus, and commissions. A state car dispatcher was then appointed to control state-owned cars.

In 1941, the 49th General Assembly provided for the maintenance of all cars and trucks by the state car dispatcher. The 64th General Assembly created the Department of General Services and transferred from the governor to the director of the department, the authority to assign all state-owned vehicles, effective July 1, 1972. And at this time, the title was changed from state car dispatcher to state vehicle dispatcher.

In 1973, the 65th General Assembly amended the authority of the vehicle dispatcher to purchase, and the department to assign, all motor vehicles for all branches of state government by granting the authority to purchase and assign vehicles to the State Highway Commission, institutions under the State Board of Regents, the Commission for the Blind, and any other agencies exempted by law.