

Records Commission, State

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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

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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 13, 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.