

and major repairs that exceed \$25,000 in value, including the Capitol Building restoration.

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. The commission consists of the following or their designees: secretary of state, director of the Department of Cultural Affairs, treasurer of state, director of the Department of Revenue and Finance, director of the Department of Management, state librarian, auditor of state, and the director of the Department of General Services who serves as the secretary of the commission. All executive departments, offices, commissions, and boards, with the exception of the 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 and forms 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; the approval of the purchase of records storage equipment and supplies by state agencies; the approval of the purchase of records duplicating or microfilming equipment and supplies by state agencies; the establishment of procedures for the economical and efficient use of forms; maintenance of an index of all state agency forms; and review of the forms management practices of state agencies.

The Printing/Mail/Records Management Division of the Department of General Services provides administrative support to the State Records Commission. The division reviews records-related systems with 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 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.

Purchasing and Materials Management Division

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The Division of Purchasing and Materials Management of the Department of General Services is charged with the centralized purchasing function for all state government agencies, except those exempted by law, and with materials management of the department which includes federal and state surplus property programs and central supply for state agencies.

The Purchasing Division provides a statewide on-line procurement system that acquires all supplies, equipment, services and construction using competitive purchasing procedures; establishes standard products to be used by state agencies; administers rules and statutes for a modern purchasing function; and assures fair and equitable treatment of vendors desiring to do business with state agencies. The Purchasing section issues statewide contracts available to state agencies and political subdivisions for a variety of products and services. There are 14 employees in the Purchasing section.

The Materials Management section is responsible for several operations dealing with acquisition, transportation, storage, and distribution of equipment and supplies. These include the federal surplus property program, state surplus property, and central supply.

The Federal Surplus Property Program acquires equipment and supplies no longer needed by the federal government and distributes them to eligible agencies within 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