

Printing and Records

Jerry Gamble, acting team leader; Grimes State Office Building, Basement Level, Des Moines 50319; 515/281-5050

The Printing unit serves as a consultant to state agencies to advise them as to the most cost efficient procedures for obtaining printed material. The Centralized Printing unit is a short run, quick copy service designed to meet the needs of state agencies. It is a self-sustaining operation which generates its revenues by charging agencies for printing requests. This unit also provides typesetting and artwork as needed for printing projects for state agencies. The Printing unit also has custody of state legal documents, such as the *Code of Iowa* and the *Iowa Official Register*. These documents are distributed to various state agencies and the public as directed by the *Code of Iowa*.

The Records Management unit is charged with reviewing records-related systems within state agencies. It is responsible for the establishment and maintenance of records filing systems, including a centralized records storage facility which provides a low-cost alternative to state agencies which have records requiring retention beyond their active use. The Records Management unit also provides micrographic services to state agencies, such as filming, indexing, processing, and duplicating a wide variety of records to include warrants, drawings, and blueprints.

Records Commission, State

Jerry Gamble, acting Department of General Services, Grimes State Office Building, Des Moines 50319; 515/281-5050

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 secretary of the commission.

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 value 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 functions in the event of an emergency; 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.

GOVERNOR'S OFFICE FOR VOLUNTEERS

Barbara Finch, director; Governor's Office, State Capitol Building, Des Moines 50319; 515/281-8304

The Governor's office on Volunteerism was established by executive order on November 2, 1978.

The GOV's functions are: 1) to develop and expand volunteer programs in order to enhance the work of public and private agencies and institutions; 2) to provide greater recognition and visibility to volunteer efforts; 3) to serve as an information resource center on subjects related to volunteerism; 4) to provide technical assistance and consultation to the voluntary sector; and 5) to identify areas in the public and private sector in which volunteers could make a contribution and encourage the same.

The Iowa Commission on Volunteer Service

The Commission was established by Executive Order Number 48 in February 1994. It serves the AmeriCorp Programs, the Learn and Serve Programs, and all other volunteer activities as requested.

Members are appointed by the Governor to serve no more than two three-year terms.

FREDRIC WALDSTEIN, chair, Waverly; term expires 1998

JILL ASMUS, Webster City; term expires 2000

IVETTE BENDER, Boone; term expires 1998

DOROTHY CARPENTER, Newton; term expires 2000