

Division of Capitol Security

LT. EARL USHER, Polk County, Director.

The Division of Capitol Security was transferred on July 1, 1976, from the Iowa Department of General Services to the Iowa Department of Public Safety by Act of the 66th General Assembly, Second Session (1976).

The Division is responsible for the security of buildings, other property, and life in the State Capitol Complex and the Governor's Mansion, as well as for the protection of the Governor and his family, dignitaries, state officials, and the general public. It also renders assistance to persons employed in the complex and the mansion and visitors to those areas and directs traffic and enforces traffic regulations in the areas under its jurisdictions.

Iowa Real Estate Commission

Executive Hills, Des Moines, 50319

GRACIE M. RUDEN, Chairperson, LeMars; term expires 1981.
 JOHN J. POGGE, Vice Chairperson, Council Bluffs; term expires 1979.
 JULIAN C. CAMPBELL, Bloomfield; term expires 1980.
 MONROE COLSTON, Des Moines; term expires 1981.
 MILDRED E. ELLIOTT, Mt. Ayr; term expires 1979.
 C.R. GALVIN, Knoxville; Director.

The first real estate license law was enacted by the 43rd General Assembly and became effective Jan. 1, 1930. This law was revised by the Acts of the 66th General Assembly, Code 1976.

A through knowledge of the real estate license law and state regulations is necessary to obtain a state license to enter the real estate business, and to enable a person established in business to do his part in maintaining the ethical standards desired by the profession and required by law.

The present law required a complete and comprehensive written examination for all applicants which is held 10 times a year at a specific time and place set by the commission. The examination fee is \$10.00.

The fees for a broker's and salesperson's licenses are \$20 and \$10 respectively. The same amount is charged each year for renewal of the license which expires on December 31 of the year of issuance.

A law enacted by the 66th General Assembly required each applicant for a salesperson's license to be issued an apprentice salesperson's license which shall expire on the last day of the twelfth calendar month following the month in which the license is issued.

Each apprentice salesperson is required to successfully complete a commission approved short course in real estate education of not less than 30 hours at a facility approved by the commission, after which a salesperson's license will be issued, and this will expire annually on December 1.

Effective January 1, 1978 each broker and salesperson is required to receive a minimum of 7 contract hours of continuing education by an approved commission school for annual renewal of their license.

State Records Commission

MELVIN D. SYNHORST, Des Moines, Secretary of State and Chairman.
 JACK MUSGROVE, Des Moines, Director, Historical Museum and Archives.
 MAURICE E. BARINGER, West Des Moines, Treasurer.
 WILLIAM L. KRAHL, Des Moines, Acting State Comptroller.
 WILLIAM O'BRIEN, Des Moines, Supreme Court Administrator.
 RICHARD D. JOHNSON, State Auditor.
 STANLEY L. McCAUSLAND, Des Moines, Director, Department of General Services and Secretary.

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 highway division 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 highway division of 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 recommendation 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.

State Board of Regents

Grimes Bldg. 50319

Appointed by Governor. Term of six years.

RAY V. BAILEY, Milford, Dem.; term expires 1981.
 STANLEY BARBER, Wellman, Rep.; term expires 1979.
 CONSTANCE BELIN, Des Moines, Dem.; term expires 1983.
 S.J. BROWNLEE, Emmetsburg, Rep.; term expires 1979.
 PERCY G. HARRIS, Cedar Rapids, Dem.; term expires 1983.
 MARY LOUISE PETERSEN, Harlan, Rep.; term expires 1981.
 DONALD H. SHAW, Davenport, Dem.; term expires 1981.
 HARRY SLIFE, Cedar Falls, Rep.; term expires 1979.
 PETER J. WENSTRAND, Essex, Ind.; term expires 1983.
 R. WAYNE RICHEY, Des Moines, Executive Secretary of Board.

Board Office Staff

R. WAYNE RICHEY, Des Moines, Executive Secretary.
 ROBERT J. BARAK, Ankeny, Director of Research and Information.
 ROBERT GRANT, West Des Moines, Regents' Director of Employment Relations.
 ROGER A. MAXWELL, Des Moines, EEO Compliance Officer.
 ROBERT G. McMURRAY, West Des Moines, Director of Facilities and Business Management.
 LYLE SONNENSCHNAIN, West Des Moines, Budget Director.
 DONALD R. VOLM, Des Moines, Regents' Merit System Director.