

**Records Commission, State** - *Bill Bruce, 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 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 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 ON VOLUNTEERISM

*Mike Milligan, director*

*Governor's Office, State Capitol Building, Des Moines 50319  
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The Governor's Office on Volunteerism was established by executive order on November 2, 1978. The Volunteerism office works hand in hand with the Iowa Commission on Volunteer Service, as well as volunteer directors in state agencies, community based volunteer agencies, the private sector, and not-for-profit volunteer organizations across the state of Iowa to serve a variety of important functions. These functions include recognizing and awarding outstanding individual, group, or community volunteer efforts through the annual Governor's Volunteer Awards. Other functions include developing new programs and initiatives driven by volunteers to serve state and local community needs, and the development of new grants to assist in new or on-going community volunteer programs. The Governor's Office on Volunteerism also serves as an information resource center on volunteer opportunities, organizations and other subjects related to volunteerism.

### **The Iowa Commission on Volunteer Service**

The Iowa Commission on Volunteer Service was established by Executive Order Number 48 in February 1994. Its purpose is to engage Iowans in building stronger communities through volunteer service. The Commission fosters the ethic of community service, self-learning and volunteerism through the programs and activities it encompasses: AmeriCorp Programs, AmeriCorp VISTA, Learn and Serve, Senior Service Corps, The Iowa Summit, the Governor's Initiative Grant, and other volunteer efforts as requested by the Governor throughout the state.

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

MARY ANN HANUSA, Council Bluffs, term expires 2001; MARGIE BENSON, Atlantic, term expires 2001; IVETTE BENDER, Boone, term expires 2001; DOROTHY CARPENTER, Newton, term expires 2000; LYNNETTE A. IRLMEIER, Ankeny, term expires 2001; STANLEY R. JOHNSON, Ames, term expires 2001; ROBERT KOOB, Cedar Falls, term expires 2001; ROBERT L. LESTER, Indianola, term expires 2001; W. THOMAS PHILLIPS, Adel, term expires 2001; JOE HERRITY, West Des Moines, term expires 2000; MARY E. STEELE, Spencer, term expires 2001; NANCY VANMILLIGEN, Dubuque, term expires 2002; MARY NEGAARD, Rock Valley, term expires 2000, JILL OLSEN-VIRLEE, Marion, term expires 2000; THOMAS POHLMAN, Des Moines, term expires 2000