

CHAPTER 49
OFFICE OF PROFESSIONAL REGULATION

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CHAPTER 49 OFFICE OF PROFESSIONAL REGULATION

Rule 49.1 Office of Professional Regulation of the Supreme Court of Iowa. There is hereby created the Office of Professional Regulation of the Supreme Court of Iowa. The office of professional regulation consists of the following persons:

49.1(1) An executive director, appointed by the supreme court. The executive director is responsible to the supreme court for the administration and program functions of the continuing legal education commission, the client security commission, the lawyer trust account commission, the grievance commission, the attorney disciplinary board, the unauthorized practice of law commission, the board of examiners of shorthand reporters, and the board of law examiners. The executive director also is responsible for administration of the court interpreter examination program.

49.1(2) A director of attorney discipline, appointed by the executive director with the approval of the supreme court. The director of attorney discipline is responsible to the executive director of the office of professional regulation for the administration of the attorney disciplinary board.

49.1(3) Such other directors, appointed by the executive director of the office of professional regulation with the approval of the supreme court, to be responsible to the director of the office of professional regulation for administration of boards and commissions as the executive director may designate.

49.1(4) Such other staff members as the supreme court may from time to time direct, appointed by the executive director with the approval of the court.

[Court Order December 5, 2007; November 20, 2015, effective January 1, 2016; July 24, 2019, effective August 1, 2019; September 14, 2021, effective October 1, 2021]

Rule 49.2 Board and commission budgets. Annual budgets for the continuing legal education commission, the client security commission, the lawyer trust account commission, the grievance commission, the board of examiners of shorthand reporters, the board of law examiners, the unauthorized practice of law commission, and the court interpreter examination and licensing program, must be prepared for each fiscal year running from July 1 through June 30. At least 60 days prior to the start of each fiscal year or on a date otherwise specified by the supreme court, the executive director must submit to the supreme court annual operating budgets for each of these boards and commissions, which may be amended as necessary.

[Court Order December 5, 2007; December 13, 2017, effective January 1, 2018; September 14, 2021, effective October 1, 2021]

Rule 49.3 Authority to allocate funds. The fees collected under the provisions of chapters 39, 41, and 42 of the Iowa Court Rules may be allocated and used for such purposes within the office of professional regulation as the supreme court may direct.

[Court Order December 5, 2007; December 10, 2012; December 13, 2017, effective January 1, 2018]

Rule 49.4 Fees for certificates; score transfers; copies.

49.4(1) The boards and commissions of the office of professional regulation must collect fees as the supreme court prescribes for providing:

a. Certificates of disciplinary history, certificates of continuing education history, certificates of client security history, certificates of license status, or similar certificates.

b. Certifications or transfers of examination scores.

c. Copies of official records in electronic form.

d. Copies of official records in paper form.

e. Reissued certificates of admission.

49.4(2) Fees collected under rule 49.4(1) are allocated to the board or commission preparing the certificate or providing the copies for such purposes as the supreme court may direct.

[Court Order November 20, 2015, effective January 1, 2016; December 13, 2017, effective January 1, 2018]

Rule 49.5 File retention and destruction. Unless otherwise required by court rule or order, files and records maintained by the boards and commissions of the office of professional regulation must be retained for at least three years after the last board or commission action on the matter. For purposes

of this rule, destruction of paper records after the records have been transferred to computer storage is permitted immediately after the transfer.

[Court Order July 24, 2019, effective August 1, 2019]