

**305.8 Commission responsibilities.**

1. The commission shall do all of the following:
  - a. Develop and adopt government information policies, standards, and guidelines for the creation, storage, retention, and disposition of records.
  - b. In consultation with the department of homeland security and emergency management, establish policies, standards, and guidelines for the identification, protection, and preservation of records essential for the continuity or reestablishment of governmental functions in the event of an emergency arising from a natural or other disaster.
  - c. Provide planning, policy development, and review for the government records program.
  - d. Adopt rules pursuant to [chapter 17A](#) that provide government information policies and standards.
  - e. Adopt and maintain an interagency records manual containing the rules governing records management, as well as records series retention and disposition schedules, guidelines, and other information relating to implementation of [this chapter](#).
  - f. Make recommendations, in consultation with the department of administrative services, to the governor and the general assembly for the continued reduction of printed reports throughout state government in a manner that protects the public's right to access such reports.
  - g. Provide advice, counsel, and services to the legislative, judicial, and executive branch agencies subject to [this chapter](#) on the care and management of state government records.
  - h. Report to the governor and the general assembly on the status of the government records program.
    - i. Perform any act necessary and proper to carry out its duties.
2. The commission may do all of the following:
  - a. Examine records in the possession, constructive possession, or control of state agencies to carry out the purposes of [this chapter](#).
  - b. Enter into agreements and contracts.
  - c. Secure appropriations, grants, or other outside funding.
  - d. Appoint advisory committees of citizens, public officials, or professional consultants to secure advice on records issues.
    - e. Make, or cause to be made, preservation duplicates of records, which may include existing copies of original state records. Any preservation duplicate record shall be durable, accurate, complete, and clear, and shall be made by means designated by the commission.
    - f. Develop appropriate charges for services provided for the convenience of state agencies, the judicial and legislative branches, political subdivisions, or the public.
    - g. Provide advice and counsel to political subdivisions on the care and management of local government records.
    - h. Establish a centralized records storage facility.

[2003 Acts, ch 92, §11](#); [2003 Acts, ch 145, §286](#); [2003 Acts, ch 179, §157](#); [2005 Acts, ch 3, §60](#); [2005 Acts, ch 35, §30](#); [2005 Acts, ch 80, §2](#); [2013 Acts, ch 29, §49](#)