

## Red Tape Review Rule Report (Due: September 1, 2025)

<b>Department Name:</b>	Department of Administrative Services	<b>Date:</b>	August 28, 2025	<b>Total Rule Count:</b>	6
<b>IAC #:</b>	671	<b>Chapter/ SubChapter/ Rule(s):</b>	1 (to be combined with Chapter 2)	<b>Iowa Code Section Authorizing Rule:</b>	8A.601
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**PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE**

**What is the intended benefit of the rule?**

This chapter outlines the organization of the State Records Commission in addition to that of the records manual and its policies.

**Is the benefit being achieved? Please provide evidence.**

The benefit has been achieved in that the State Records Commission provides a framework for efficiency in the creation and management of state records. The State Records Manual is part of that framework.

**What are the costs incurred by the public to comply with the rule?**

There are no direct costs to the public to comply.

**What are the costs to the agency or any other agency to implement/enforce the rule?**

State agencies which statutorily must comply with 8A.601 bear some administrative costs of conducting state business. That business includes the records organization, storage, retrieval, and length of retention. The final cost is the responsibility of the agency to determine.

**Do the costs justify the benefits achieved? Please explain.**

Yes. Every agency creates and is the legal custodian of its records per Iowa law. The State Records Commission is obligated under 8A.604 to provide an efficient and economical records management system, ensure sound records management principles, and preserve important historical records. The commission focus is on cost containment while maintaining benefits of sound records management.

**Are there less restrictive alternatives to accomplish the benefit?  YES  NO**

**If YES, please list alternative(s) and provide analysis of less restrictive alternatives from other states, if applicable. If NO, please explain.**

In reviewing other states, Iowa Records Management is one of the least, if not the least restrictive records management program in terms of bureaucratic requirements to agencies, public reporting, and audits of agency records status.

Does this chapter/rule(s) contain language that is obsolete, outdated, inconsistent, redundant, or unnecessary language, including instances where rule language is duplicative of statutory language? [list chapter/rule number(s) that fall under any of the above categories]

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Yes. All rules in this chapter have outdated and unnecessary language because the State Archives and Records Program was incorporated within the Department of Administrative Services (DAS) through the state government alignment bill of 2023. In addition, this chapter also has much language repetitive of Iowa Code.

671—1.1  
1.2  
1.3  
1.4

**RULES PROPOSED FOR REPEAL (list rule number[s]):**

671—1.4(17A,305) – repetitive of code.

Also, what is *now* 1.4, 1.5, and 1.6 in this chapter are being rescinded as their own Chapter 2, thus an entire chapter will be rescinded.

**RULES PROPOSED FOR RE-PROMULGATION (list rule number[s] or include rule text if available):**

671—1.1  
1.2  
1.3

The new 671—1.4

1.5

1.6 – are all being re-promulgated from what is now 671—Chapter 2 Records Manual

CHAPTER 1

ORGANIZATION AND STATE RECORDS MANUAL

**671—1.1(17A,8A) Purpose.**

**1.1(1) *State Archives and Records Act.*** This chapter provides an overview of the organization, responsibilities, definitions, and records manual details under the purview of the state records commission within the department of administrative services.

**1.1(2) *Location.*** Communication with the state records commission may be established through the State Archives and Records Bureau, Department of Administrative Services, State Historical Building, 600 East Locust Street, Des Moines, Iowa 50319.

**1.1(3) *Meetings and membership.*** Membership of the state records commission is outlined in 8A.603. The state records commission chairperson shall be elected biennially from the membership. Iowa code 8A.606 references meetings for the commission. In accordance with state open meeting laws, agendas for meetings will be posted at the state historical building and on the state public meeting calendar. Two-thirds of the commission membership shall be a quorum for the purpose of conducting business. Actions of the commission shall be by simple majority of members present.

**671—1.2(8A) Definitions.** In addition to the definitions found in Iowa Code chapter 8A, and in particular section 8A.602, the following definitions apply:

*“Non-record materials”* means documents and informational materials that do not meet the statutory definition of a record in Iowa Code section 8A.602(9) or that are excluded from the definition. Non-record materials include library and museum material made or acquired and preserved solely for reference or exhibition purposes, stocks of publications and unprocessed forms, and extra copies of documents made, acquired or received only for convenience or reference purposes.

*“Office of record”* means the agency in which a record is created, produced, executed or received in connection with official business of that agency. The office of record is responsible for maintenance and disposition of records in accordance with approved records series retention and disposition schedules.

*“Reference copy”* is a copy of a record kept for easy access to the information the record contains. A

reference copy of a record may be distributed to make recipients aware of the content of the record but not to direct the recipient to take action on a matter.

“*Retention*” is the minimum length of scheduled time a record must be kept (either in the office or in off-site storage) because it is needed for ongoing business, to document an action, or for statutory reasons. Retention is also known as “retention period.”

### **671—1.3(17A,305) Responsibilities.**

**1.3(1)** *State records commission.* The responsibilities are the same as defined in Iowa Code 8A.608.

**1.3(2)** *Department of Administrative Services.* The responsibilities are the same as defined in Iowa Code 8A.609.

**1.3(3)** *Agency head.* In addition to the responsibilities set forth in Iowa Code section 8A.610, an agency head will also:

*a.* Appoint one or more records officers to coordinate the records program or programs within the agency and to serve as liaisons to the state archives and records bureau. An agency head shall document an appointment in writing to the state archives and records bureau.

*b.* Maintain or cause to be maintained complete and accurate records documenting the agency’s implementation of the state of Iowa records program.

*c.* Provide secure, environmentally appropriate storage areas for all records in the physical custody of the agency and provide public access to those records in accordance with the agency’s fair information practices rules.

*d.* Maintain legal custody of all agency records stored in agency offsite storage and provide public access to those records in accordance with the agency’s fair information practices rules.

*e.* Transferring legal custody of records that are transferred to the state archives of Iowa in accordance with Iowa Code section 8A.610.

**671—1.4(8A) State records manual.**

**1.4(1) Authority of the manual.** The state records manual is an interagency manual as defined by Iowa Code section 17A.2(11)“c”.

**1.4(2) Content of the manual.** The state records commission shall, through the state archives and records bureau, create and maintain a state records manual that contains:

1. Records series retention and disposition schedules adopted by the state records commission.
2. Detailed procedures for agency interaction with the state records commission and the state archives and records bureau for such activities as the development and revision of records series and disposition schedules, transfer and storage of records, access and retrieval of records from storage, and destruction of records.
3. Guidelines adopted by the state records commission to assist an agency head in implementing an efficient government records program within the agency.

**671—1.5(8A) Applicability of the manual.** The provisions of the state records manual are applicable to all executive or legislative branch departments, offices, commissions, boards, or other units of state government unless otherwise exempted by law. However, the state records manual is not applicable to the department of transportation or agencies or institutions under the control of the state board of regents.

**671—1.6(8A) Availability of the manual.** The state records commission shall make the manual publicly available on its website at [history.iowa.gov/research/state-government-record-management](http://history.iowa.gov/research/state-government-record-management).

These rules are intended to implement Iowa Code sections 8A.601 through 8A.615.

**\*For rules being re-promulgated with changes, you may attach a document with suggested changes.**

**METRICS**

<b>Total number of rules repealed:</b>	1
<b>Proposed word count reduction after repeal and/or re-promulgation</b>	397
<b>Proposed number of restrictive terms eliminated after repeal and/or re-promulgation</b>	11

**ARE THERE ANY STATUTORY CHANGES YOU WOULD RECOMMEND INCLUDING CODIFYING ANY RULES?**

No.

