

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

Department Name:	Department of Administrative Services	Date:	August 28, 2025	Total Rule Count:	4
IAC #:	671	Chapter/ SubChapter/ Rule(s):	2 (to be combined with Chapter 1)	Iowa Code Section Authorizing Rule:	8A.609
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PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE

What is the intended benefit of the rule?

This chapter covers the State Records Manual which outlines the organizing principles and policies of the State Records program.

Is the benefit being achieved? Please provide evidence.

Agencies rely on the State Records Manual to provide an operational framework for their adherence and compliance with the State Archives and Records Act.

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

There are no costs for the public to comply with these rules which are being combined with a *new* Chapter 1.

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

The only costs incurred are those born by State Agencies which statutorily must comply with 8A.601 in the management of their records. These administrative costs include records organization, storage, retrieval, and length of retention over time. 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 Manual provides policy to help agencies adhere to that law.

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 management programs 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Does this chapter/rule(s) contain language that is obsolete, outdated, inconsistent, redundant, or unnecessary language, including instances where rule language is duplicative of statutory language?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. This chapter has outdated and unnecessary language partially because of state government alignment and because of wording duplicative of Iowa Code.

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

671—2.1
2.2
2.3
2.4

The rules are rewritten and combined with chapter 1.

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

Please see this text of the new Chapter 1 which includes records manual rules beginning at 671-1.4(8A).

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.

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

Total number of rules repealed:	4 (though they are combined with a new chapter 1)
Proposed word count reduction after repeal and/or re-promulgation	35
Proposed number of restrictive terms eliminated after repeal and/or re-promulgation	1

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

No.