

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

<b>Department Name:</b>	Department of Administrative Services	<b>Date:</b>	August 29, 2025	<b>Total Rule Count:</b>	7
<b>IAC #:</b>	671	<b>Chapter/ SubChapter/ Rule(s):</b>	3 (to become the new chapter 2)	<b>Iowa Code Section Authorizing Rule:</b>	8A. 608 8A.609 8A.610
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**PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE**

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

The rules in this chapter outline the records series retention and disposition schedules process.

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

Yes. The benefit is achieved by the Records Commission providing a process so state agencies are and remain compliant with the length of records retention. guiding the actions of the State Archives Records Program

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

No costs to the public are identified.

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

Personnel and administrative costs exist to implement and maintain the process which we keep as cost neutral as possible for agencies.

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

Yes. The costs justify the benefits in the provision of the process. The process is a framework for agencies to follow and the costs to achieve those benefits are largely determined by the agencies themselves in compliance with the state archives and records act.

### 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 program in terms of bureaucratic requirements to agencies, public reporting and audits of

state agency records.

**Does this chapter/rule(s) contain language that is obsolete, outdated, inconsistent, redundant, or unnecessary language, including instances where rule language is duplicative of statutory language?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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671—3.1  
3.2  
3.5

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

None.

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

671—3.1  
3.2  
3.3  
3.4  
3.5  
3.6  
3.7

(This will be the new CHAPTER 2)

#### RECORDS SERIES RETENTION AND DISPOSITION SCHEDULES PROCESS

671—2.1(8A) Purpose. The records series retention and disposition process is designed to evaluate records to establish appropriate periods of time for holding records prior to final disposition by destruction or permanent preservation. These records are held in office or in storage areas.

671—2.2(8A) Form to use. A Records Series Inventory and Retention and Disposition Schedule Form is used for the inventorying of agency records and for the development or revision of records series retention and disposition schedules. The form is available from the state archives and records bureau of the department of

administrative services.

671—2.3(8A) Agency responsibility.

2.3(1) An agency head shall maintain or cause to be maintained an inventory of records that are made, produced, executed, or received by the agency pursuant to statute in connection with the transaction of official business of state government, whether those records are created or maintained in an electronic or paper system.

2.3(2) An agency head shall initiate or cause to be initiated a new Records Series Inventory and Retention and Disposition Schedule Form for previously unscheduled records series and, when needed, for revising an existing records series retention and disposition schedule. This applies to electronic and paper records.

2.3(3) An agency head shall provide or cause to be provided complete and thorough responses to the questions on the Records Series Inventory and Retention and Disposition Schedule Form and will work with the state archives and records bureau so that the bureau can finalize the records series retention and disposition schedule recommendations for presentation to the state records commission.

671—2.4(8A) State archives and records bureau responsibility. An agency shall submit any proposed Records Series Inventory and Retention and Disposition Schedule Forms to the state archives and records bureau for review. The bureau will assist the agency in finalizing the records series retention and disposition schedule recommendations for presentation to the state records commission.

671—2.5(8A) State records commission responsibility. The state records commission will evaluate records series retention and disposition schedule recommendations presented by the state archives and records bureau. The commission's evaluation of the bureau's recommendations shall consider the the administrative, legal, fiscal, and historical values of the records. The state records commission will ensure that the records series retention and disposition schedule recommendation is consistent with other adopted records series retention and disposition schedules. The commission may:

1. Adopt the proposed records series retention and disposition schedule as presented.
2. Amend the proposed records series retention and disposition schedule as the commission deems appropriate.
3. Return the proposed records series retention and disposition schedule to the state archives and records bureau for additional research before the commission takes final action.
4. Return the proposed records series retention and disposition schedule to the agency for additional research with the intent of agency resubmitting the schedule to the commission for final action.
5. Reject the proposed records series retention and disposition schedule.

671—2.6(8A) Effective date. Unless otherwise set forth by the commission, records series retention and disposition schedules shall become effective 20 calendar days after commission approval.

671—2.7(8A) Procedures. Detailed procedures, including a sample copy of the Records Series Inventory and Retention and Disposition Schedule Form, are available in the state records manual.

These rules are intended to implement Iowa Code section 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:	0
Proposed word count reduction after repeal and/or re-promulgation	40
Proposed number of restrictive terms eliminated after repeal and/or re-promulgation	2

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

No.