

## 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>	5
<b>IAC #:</b>	671	<b>Chapter/ SubChapter/ Rule(s):</b>	7 (to be combined with chapter 8)	<b>Iowa Code Section Authorizing Rule:</b>	8A.609 (1) 8A.610 (1) 8A.611 8A.613
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**PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE**

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

These rules provide procedures for records held by an agency that have been identified as having permanent historical value, will either be transferred to the state archives, or remain in an agency custody.

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

Yes. There is a process to retain state records which no longer have administrative, fiscal, or legal value but do have some historical value to the State of Iowa. This chapter helps agencies to manage these records, determine what needs to be kept, and make transfers for historical purposes.

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

There are no costs.

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

The costs for an agency to manage its records and keep historic records in house is a regular cost of business.

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

Any agency costs to transfer to the state archives is a one-time cost but counterbalanced with increased available space and workplace efficiency benefits.

**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.**

The transfer process in rule is similar to most states and the rules (and the implementation) are designed to keep agency costs to a minimum.

**Does this chapter/rule(s) contain language that is obsolete, outdated, inconsistent, redundant, or unnecessary language, including instances where rule language is duplicative of statutory language?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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671-7.4(2)

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

None.

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

Re promulgate the entire chapter with updated text.

- 671—7.1
- 7.2
- 7.3
- 7.4
- 7.5

This will be the new CHAPTER 3

**PERMANENT RECORDS—TRANSFER PROCESS, CARE, AND ACCESS**

**671—3.1(8A) Purpose.** The department of administrative services administers the state archives of Iowa in order to preserve, protect and make accessible those records of state government that have enduring value.

**671—3.2(8A) Identification of permanent records.** The state records commission shall adopt records series retention and disposition schedules in accordance with 671—Chapter 2 to identify state government records that have enduring value.

**671—3.3(8A) Form to use.** A Transfer of Custody of State Government Records to the State Archives of Iowa form obtained from the state archives and records bureau shall be used to transfer legal and physical custody of a record from an agency to the state archives of Iowa.

**671—3.4(8A) Agency responsibility.**

**3.4(1)** A record that is scheduled for permanent preservation in the state archives of Iowa shall be transferred to the state archives of Iowa in accordance with established records series retention and disposition schedules. An agency records officer shall review, sign, and submit a properly completed Transfer of Custody of State Government Records to the State Archives of Iowa form to the state archives and records bureau for approval prior to the physical transfer of records from the agency.

**3.4(2)** A record scheduled for permanent preservation in an agency shall be retained in the agency in perpetuity. The agency shall maintain such a record in a manner that will ensure the continued availability of an accurate, authentic, and reliable record in perpetuity. The record shall be available for public inspection and copying in accordance with agency fair information practice rules.

**671—3.5(8A) State archives and records bureau responsibility.**

**3.5(1)** The state archives and records bureau shall review and consider for approval a properly completed Transfer of Custody of State Government Records to the State Archives of Iowa form in a timely manner and will assist an agency in correcting an incomplete or inaccurate Transfer of Custody of State Government Records to the State Archives of Iowa form.

**3.5(2)** After approving a Transfer of Custody of State Government Records to the State Archives of Iowa form, the state archives and records bureau will arrange for physical transfer of records to the state archives of Iowa with the agency.

**3.5(3)** The state archives and records bureau shall establish and maintain inventory control of records transferred to the state archives of Iowa.

**3.5(4)** The department of administrative service shall provide a secure, environmentally appropriate storage area for all records transferred to its custody.

**671—3.6(8A) Care of and access to permanent records.**

**3.6(1)** A record with enduring value shall be transferred to the state archives of Iowa in accordance with a state records commission adopted records series retention and disposition schedule. The state archives of Iowa shall provide a secure environment for the storage and use of these records so that they may be preserved and made available to future generations of researchers in accordance with Iowa Code section 8A.609.¶

**3.6(2)** Records transferred to the state archives of Iowa shall be cared for and administered in accordance with Iowa Admin. Code r. 223—13.

**3.6(3)** Records transferred to the state archives of Iowa shall be made accessible to researchers in accordance with Iowa Admin. Code r. 223—22.¶

**3.6(4)** The state archives and records bureau, with prior approval from the state archivist, may loan an agency record from the state archives of Iowa to an authorized agency user.¶

These rules are intended to implement Iowa Code section chapter 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>	0
<b>Proposed word count reduction after repeal and/or re-promulgation</b>	58
<b>Proposed number of restrictive terms eliminated after repeal and/or re-promulgation</b>	1

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

No.