

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

Department Name:	Department of Administrative Services	Date:	August 29, 2025	Total Rule Count:	6
IAC #:	671	Chapter/ SubChapter/ Rule(s):	14 (will be the new chapter 4)	Iowa Code Section Authorizing Rule:	8A.607 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?

This chapter outlines the responsibilities and functions related to the development for government information policies, standards and guidelines.

Is the benefit being achieved? Please provide evidence.

The benefit has been achieved in that the commission relied on this chapter to update its records manual, set new policy, and allow for advisory committees with staff from state agencies to help develop information policy.

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

There are no costs to the public.

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

Contributing to the formation and development of state records policy is a cost of doing business for agencies.

Do the costs justify the benefits achieved? Please explain.

If there were costs they would be justified considering in the last seven years the commission has issued numerous policies, updated records management approaches, and schedules which increased efficiency of records management in Iowa.

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.

After conducting a review, there are no beneficial alternatives from other states.

Does this chapter/rule(s) contain language that is obsolete, outdated, inconsistent, redundant, or unnecessary language, including instances where rule language is duplicative of statutory language?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Yes, the chapter contains obsolete, outdated and redundant language.

671—14.1

14.4

14.6(1)

14.6(4)

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—14.2

14.3

14.4

14.5

14.6

This is will become CHAPTER 4

DEVELOPMENT PROCESS FOR GOVERNMENT INFORMATION POLICIES,STANDARDS AND
GUIDELINES

671—4.1(8A) Proposal of government information policies, standards and guidelines. An agency staff member or a member of the public may propose a topic to be developed into a government information policy, standard, or guideline by contacting the state records commission through the state archives and records bureau. A proposal may include a draft government information policy, standard, or guideline.

671—4.2(8A) Commission responsibilities.

4.2(1) In accordance with Iowa Code sec. 8A.608, the state records commission shall:

- a.* Develop such government information policies, standards, and guidelines as it deems appropriate;
- b.* Prior to final adoption, solicit agency participation in the review of government information policies, standards and guidelines;
- c.* Draft and file administrative rules in accordance with Iowa Code chapter 17A for all government information policies and standards; and
- d.* Include all government information guidelines in the state records manual.

4.2(2) The state records commission may:

- a.* Appoint advisory committees to research and analyze issues related to government information policies, standards and guidelines; and
- b.* Prior to final adoption, solicit public participation in the review of government information policies, standards and guidelines.

671—4.3(8A) State archives and records bureau responsibilities. The state archives and records bureau shall provide administrative support to advisory committees appointed by the state records commission.

671—4.4(8A) Agency responsibilities.

4.4(1) An agency shall be in substantial compliance with government information policies and standards adopted by the state records commission.

4.4(2) An agency may utilize government information guidelines adopted by the state records commission as the agency implements the government records program within the agency.

671—4.5(8A) Advisory committees.

4.5(1) Advisory committees of the state records commission may make recommendations to the state records commission.

4.5(2) Advisory committees of the state records commission may consist of public members and agency

staff members. No more than three members of the state records commission may be members of any advisory committee.

4.5(3) Individuals may volunteer to serve on advisory committees of the state records commission by submitting a letter of application to the state archives and records bureau along with a résumé stating areas of interest and expertise.

4.5(4) The state archives and records bureau will maintain the applications of individuals who volunteer to serve as members of advisory committees of the state records commission for a two-year period following receipt of the letter of application.

These rules are intended to implement Iowa Code Supplement chapter 8A.601-8A.615.

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

METRICS

Total number of rules repealed:	1
Proposed word count reduction after repeal and/or re-promulgation	38
Proposed number of restrictive terms eliminated after repeal and/or re-promulgation	3

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

No.