

approved

**STATE RECORDS COMMISSION
REGULAR MEETING – JANUARY 12, 2006
Effective Date if approved: February 16, 2006**

RETENTION AND DISPOSITION REQUESTS:

Agency: Inspections & Appeals
Records Officer: Lorell Squiers
Reference Number: PHL 01-02-02.S1
Record Series Title: Health Care Facility Plans
Action Requested: Revise an Existing Schedule
Proposed Record Series Cut-off: End of State Fiscal Year
Existing Record Series Cut-off: When facility ceases operation
Proposed Retention Schedule: Office: Record series cut-off plus 5 years; Records Center: 0; Total: Records series cut-off plus 5 years.
Existing Retention Schedule: Office: While Current; Records Center: 0; Total: While Current.
Comment:
Commission Action: _____

Agency: Natural Resources
Records Officer: Patricia Beal Snyder
Reference Number: CON 06-04-01.S1
Record Series Title: Bonded Timber Buyers Certifications and Purchase Reports
Action Requested: Establish a New Retention Schedule
Proposed Record Series Cut-off: End of calendar year
Proposed Retention Schedule: Office: 3 years; Records Center: 0; Total: 3 years
Comment:
Commission Action: _____

Agency: Natural Resources
Records Officer: Patricia Beal Snyder
Reference Number: CON 11-23.S1
Record Series Title: Wastewater Surveys
Action Requested: Revise an Existing Schedule
Proposed Record Series Cut-off: End of federal fiscal year
Existing Record Series Cut-off: End of state fiscal year
Proposed Retention Schedule:
• Hard Copy: Office: Records series cut-off plus 4.5 years; Records Center: 0; Total: Records series cut-off plus 4.5 years.
• Microform Master: Permanent, State Archives of Iowa.
• Microform Duplicate: Office: 45.5 years; Records Center: 0; Total: Permanent, State Archives of Iowa.
Existing Retention Schedule: Office: While Current; Records Center: 0; Total: While Current.
Comment:
Commission Action: _____

Agency: Natural Resources

Records Officer: Patricia Beal Snyder

Reference Number: CON 11-33.S1

Record Series Title: Drinking Water and Clean Water State Revolving Loan Files

Action Requested: Establish a New Schedule

Record Series Cut-off: End of state fiscal year during which the final expenditure report is submitted

Proposed Specific Retention Schedule: Office: Record series cut-off plus 1 year; Records Center: 19 years; Total: Records series cut-off plus 20 years.

Comment:

Commission Action: _____

Agency: Natural Resources

Records Officer: Tricia Beal Snyder

Reference Number: CON 11-03-02-03.S1

Record Series Title: Agricultural Operations – Declaratory Orders

Action Requested: Establish a New Schedule

Record Series Cut-off: End of calendar year

Proposed Retention Schedule:

- Hard Copy: Office: Record series cut-off plus 3 years; Records Center: 0; Total: Records series cut-off plus 3 years.
- Microform Duplicate: Office: Record series cut-off plus 47 years; Records Center: 0 years; Total: Permanent, State Archives of Iowa.
- Microform Master: Office: 0; Records Center: 0; Total: Permanent, State Archives of Iowa.

Comment:

Commission Action: _____

Agency: Natural Resources

Records Officer: Tricia Beal Snyder

Reference Number: CON 11-03-02-04.S1

Record Series Title: Agricultural Operations, Non Permitted (Manure Management Plans)

Action Requested: Establish a New Schedule

Record Series Cut-off: End of state fiscal year

Proposed Retention Schedule:

- Hard Copy: Office: Record series cut-off plus 2 years; Records Center: 0; Total: Records series cut-off plus 2 years.
- Microform Duplicate: Office: Record series cut-off plus 48 years; Records Center: 0 years; Total: Permanent, State Archives of Iowa.
- Microform Master: Office: 0; Records Center: 0; Total: Permanent, State Archives of Iowa.

Comment:

Commission Action: _____

Agency: Natural Resources
Records Officer: Tricia Beal Snyder
Reference Number: CON 11-03-02-05.S1
Record Series Title: Manure Applicator Certification – Confinement Site
Action Requested: Establish a New Schedule
Record Series Cut-off: March 1st (Annually)
Proposed Retention Schedule: Office: Record series cut-off plus 3 years; Records Center: 0; Total: Records series cut-off plus 3 years.

Comment:

Commission Action: _____

Agency: Natural Resources
Records Officer: Tricia Beal Snyder
Reference Number: CON 11-03-02-06.S1
Record Series Title: Manure Applicator Certification – Commercial
Action Requested: Establish a New Schedule
Record Series Cut-off: March 1st (Annually)
Proposed Retention Schedule: Office: Record series cut-off plus 1 year; Records Center: 0; Total: Records series cut-off plus 1 year.

Comment:

Commission Action: _____

Agency: Natural Resources
Records Officer: Tricia Beal Snyder
Reference Number: CON 11-03-02-07.S1
Record Series Title: Manure Applicator Certification Database
Action Requested: Establish a New Schedule
Record Series Cut-off: End of calendar year
Proposed Retention Schedule for Electronic Format: Office: Record series cut-off plus 50 years; Records Center: 0; Total: Records series cut-off plus 50 years.

Comment:

Commission Action: _____

Agency: Natural Resources
Records Officer: Patricia Beal Snyder
Reference Number: CON 12-07-02.S1
Record Series Title: Toxic Chemical Release Inventory (SARA Form A&R)
Action Requested: Revise an Existing Schedule
Proposed Record Series Cut-off: End of state fiscal year
Existing Record Series Cut-off: End of calendar year
Proposed Retention Schedule:

- Hard Copy: Office: Records series cut-off plus 1 year; Records Center: 2; Total: Records series cut-off plus 3 years.
- Electronic Format: Office: Record series cut-off plus 1 year; Records Center: 2; Total: Record Series Cut-off plus 3 years.

Existing Retention Schedule: Office: Record series cut-off plus 2 years; Records Center: 3; Total: Record series cut-off plus 5 years.