



N TARGET

With the Iowa DNR Records Program

August 2009

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

Services We Provide

The Records Center offers many different services to internal staff and the general public.

Services provided include:

- Record Management Assistance of files held in various mediums (paper, film, fiche, electronic)
- Electronic Records & Document Indexing
- Public Record Requests
 - Requests made in person from staff or public
 - Coordination of requests received by field staff
 - Document Scanning & Photo Copying
 - E-Mail Searches
 - Customer Billing
 - Requests can be sent out via e-mail, mail, fax or uploaded to a FTTP web site
 - Public Viewing Area

For a list of our fee schedule that we charge the public, please visit us on the web at: <http://www.iowadnr.gov/cs/records.html>

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 410
- **Public File Requests:** 162

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Waste Water Sewage
- Hunter Education Certificates

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.


Number of files created: 234

Types of files created:

- Commission Minutes
- Agricultural Operations Permits (Wastewater)
- Storm Water
- Wastewater Facility (Sewage)
- Leaking Underground Storage Tanks (LUST)
- Completed Investigations
- Legal Files
- Personnel



Electronic Records

Listed below are Program Areas that have made their Records available online. 


- **SWAP (Solid Waste Alternative Program)**
4,194 pages scanned for a total of 60,124 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
18,670 pages scanned for a total of 634,958 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
5,613 pages scanned for a total of 673,969 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
27,957 pages scanned, with more than 1 Million plus images are posted online.

Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 37
- **Number of documents filed:** 2,507

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale. 

- **Public File Requests:** 7
- **Staff File Requests:** 101
- **Number of (new/modified) files created:** 18

Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 County Spills
- CON 12-7-1 Underground Storage Tanks (UST)
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP)



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.