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With the Iowa DNR Records Program

July 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

Retention Schedule Updates

The DNR has 400+ retention schedules. Retention Schedules outline the legal life span for documents. The Records Center assists DNR staff in creating, interpreting, modifying these retention schedules.

List of New Schedules ~ Approved/Modified ~ July 2009

CON 11-3-2-7	Construction Evaluation Resolution
CON 11-4-5	Inspection Reports
CON 3-9-1	Non-Recurring Water Use
CON 3-9-1	Denied or Withdrawn Water Use Permits
CON 3-9-3	Water Use Permits
CON 11-3-2-4	Manure Management Plans
CON 11-3-2	Agricultural Operation Permits
CON 11-7-1	401 Certification Records

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:** 468
- **Public File Requests:** 200

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Storm Water
- Underground Storage Tanks (UST)

New Files Generated

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

Number of files created: 149

Types of files created:

- Commission Minutes
- State Issued Contracts & Agreements
- Agricultural Operations Permits (Wastewater)
- Non Point Source Section 319
- Storm Water
- Wastewater Facility (Sewage)
- Solid Waste (SDP)
- Contaminated Sites
- County Spills
- Underground Storage Tanks (UST)
- Leaking Underground Storage Tanks (LUST)
- Flood Plains
- Completed Investigations
- Proposed Rules to the Administrative Code
- 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 59,301 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
17,016 pages scanned for a total of 577,861 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
4,348 pages scanned for a total of 669,797 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:** 157
- **Number of documents filed:** 3,445

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:** 12
- **Staff File Requests:** 65
- **Number of (new/modified) files created:** 104



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.