



N TARGET

With the Iowa DNR Records Program

June 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

Records & IT Merger

Recently, the Records Center was merged into the Information Technology (IT) Bureau. As more and more information is transmitted electronically and managed in the electronic environment, the Records Program plays an important role in the management of this information.

By merging with IT, Records can seamlessly transition into the electronic environment by having resources readily available, knowledge of the necessary infrastructure requirements and access to an established help-desk that can also begin to answer staff questions about electronic records management as we move forward with this new technology. We can also begin to work with program staff databases to correlate to our electronic records management system, while providing the best possible customer service.

Overall Anticipated Efficiencies

- Streamline new employees and employee departures – e-mail and private drive archiving as well as record disposition assistance.
- Application consistency – as new databases are developed or modified – thought will be given to how they will link with electronic records inventories.
- Coordinated disaster response – during the floods of 2008, IT and Records were the first to respond to the evacuation of our SW 7th office.

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:** 809
- **Public File Requests:** 168

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Storm Water
- Waste Water Sewage

New Files Generated

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

Number of files created: 227

Types of files created:

- Agricultural Operations Permits (Wastewater)
- Non Point Source Section 319
- Storm Water
- Wastewater Facility (Sewage)
- Flood Plains
- Leaking Underground Storage Tanks (LUST)
- Underground Storage Tanks (UST)
- Solid Waste Permits (SDP)



Electronic Records

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

- **SWAP (Solid Waste Alternative Program)**
3,885 pages scanned for a total of 56,343 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
7,486 pages scanned for a total of 551,679 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
8,801 pages scanned for a total of 662,197 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
11,235 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:** 41
- **Number of documents filed:** 1,956

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:** 5
- **Staff File Requests:** 121
- **Number of (new/modified) files created:** 16



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.