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With the Iowa DNR Records Program

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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

Our Commitment to Records

The DNR has an obligation to make open records available to the public. The future of records management involves the conversion of paper to electronic documents. This strategy will help reduce costs as well as provide better customer service. It will make our operations more transparent, increase document availability to staff and the public, aid in disaster recovery, decrease paper storage, and provide immediate access to documents.

The Records Center strives to provide the best customer service possible to both the public and DNR staff by managing the Department's records efficiently and with a high degree of integrity. Currently, there are three Record Centers in the Des Moines metro area: Wallace Building, Water Supply, and Air Quality. We manage active files as well as facilitate the long term storage of boxed records as mandated by retention schedules. We have a full service document retrieval center that can scan, burn to CD, and mail to anywhere in the country. We continue to expand our electronic records with over 1.7 million documents available on the on-line. Each day we expand our services to meet the needs of our internal and external customers. Our dedicated staff and focus on efficiency has proven a successful combination that will only enable us to provide better customer service in the 2009 and beyond.

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:** 553
- **Public File Requests:** 225

The three (3) most requested files types are:

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

New Files Generated

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

Number of files created: 226

Types of files created:

- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Flood Plains
- Storm Water
- Leaking Underground Storage Tanks (LUST)
- Completed Investigations
- Water & Air Pollution Control Tax Certifications
- Solid Waste Comprehensive Planning
- Solid Waste Permitted Facility Files



Electronic Records

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

- **SWAP (Solid Waste Alternative Program)**
1,648 pages scanned for a total of 51,482 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
23,193 pages scanned for a total of 498,408 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
6,215 pages scanned for a total of 650,590 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
10,000 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:** 27
- **Number of documents filed:** 2,686

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:** 8
- **Staff File Requests:** 186
- **Number of (new/modified) files created:** 21



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.