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With the Iowa DNR Records Program

May 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

New Film Scanning Equipment

During the month of May, the Records Center had some funding left over from the DOT pilot scanning project.

Remaining funds were matched with funds from the Underground Storage Tanks (UST) program and the Waste Water program to purchase an additional microfilm scanner. This equipment will allow the Records Center to continue to serve our internal and external customers more efficiently in regard to scanning film into an electronic format.

We are very grateful and appreciative of this supplemental funding from UST and Waste Water sections.

THANK-YOU!!!

Boxes Sent Off-Site

Inactive documents that must be retained longer than a year according to their retention schedules are stored off site at the State Records Center.

Total number of boxes sent off-site: 157

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:** 655
- **Public File Requests:** 192

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: 216

Types of files created:

- Commission Minutes
- Executive Correspondence
- Non Point Source Section 319
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Flood Plains
- Storm Water
- County Spills
- 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)**
952 pages scanned for a total of 56,343 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
8,819 pages scanned for a total of 542,878 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
1,909 pages scanned for a total of 660,288 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:** 48
- **Number of documents filed:** 1,489

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:** 10
- **Staff File Requests:** 34
- **Number of (new/modified) files created:** 35



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.