



N TARGET

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

Reality Services Inventory Update

Over the past few months the Records Center has been working with Reality Services in the development of a base line inventory of all files they hold along with coming up with document solutions that will aid the staff in a comprehensive records management system.

So Far, we have accomplished the following:

- Developed an inventory of all their existing files in file cabinets in main area.
- We have moved out files ready to go to SRC.
- We have created 1 new and revised 1 retention schedule
- We have deleted 8 unused retention schedules.
- We have indexing criteria for all their documents – in anticipation of future scanning.
- We coordinated moving unused cabinets and flat files out of their storage area – along with working with Lisa to have additional keys made.
- Created a process to transfer documents to records and a scanning procedure when we are ready.

We are currently working on the following items

- Inventorying the files in the storage room.
- Moving in file cabinets to take files out of boxes and put into cabinets in the storage room.
- Waiting to meet with staff to finalize procedures, etc.

After the DOT pilot with ERMS is completed (hopefully by February) we can start to scan some of reality services documents.

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:** 405
- **Public File Requests:** 186

The three (3) most requested files types are:

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

New Files Generated

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

Number of files created: 130



Types of files created:

- CON 11-3-2 Agricultural Operations Permits (Wastewater)
- CON 11-34 Storm Water Permits
- CON 11-4-1 Wastewater Facility (Sewage)
- CON 12-7-1 Underground Storage Tanks (UST)
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 3-4-1-2-3 Flood Plain Permits
- PER 3-4 Table of Authorized Positions

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**
16,773 pages scanned for a total of 689,099 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
2,252 pages scanned for a total of 689,329 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
11,368 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:** 56
- **Number of documents filed:** 2,031

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:** 11
- **Staff File Requests:** 105
- **Number of (new/modified) files created:** 56



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.