



N TARGET

With the Iowa DNR Records Program

September 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

E-Mail Management

E-MAIL MANAGEMENT

- E-mail is a record to be kept as long as the project files consistent with the retention schedule.
- E-mail should be read and then acted upon:
 - ⇒ Delete it.
 - ⇒ Print it.
 - ⇒ Move it to an e-mail folder.
- You are responsible for the e-mail keep it based on the retention schedule:
 - ⇒ If you are the author.
 - ⇒ If it was sent to you from outside the DNR.
 - ⇒ If it was sent to multiple people, but you are the main contact person for the project.
 - ⇒ If you are asked to act upon the e-mail.
- E-mail can be deleted if it is a non-official message or lunch arrangements or if it is an e-mail you are copied on for informational purposes only that you don't need to act on.

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: 164

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:** 954
- Public File Requests:** 253

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: 728

Types of files created:

- ADM 2-1 Programming, Planning & Project Development 
- ADM 2-3 State Issued Contracts & Agreements
- CON 11-17 Standard Specifications
- CON 11-3-2 Agricultural Operations Permits (Wastewater)
- CON 11-34 Storm Water
- CON 11-4-1 Wastewater Facility (Sewage)
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 3-4-1-3 FIC – Flood Insurance Correspondence
- CON 12-1-1 Solid Waste Permits (SDP)
- CON 12-17-3 Solid Waste Comprehensive Planning
- PER 1-1 Personnel
- 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**
24,040 pages scanned for a total of 658,998 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- Contaminated Sites**
7,201 pages scanned for a total of 681,170 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:** 37
- Number of documents filed:** 2,637

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:** 64
- Number of (new/modified) files created:** 13

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.