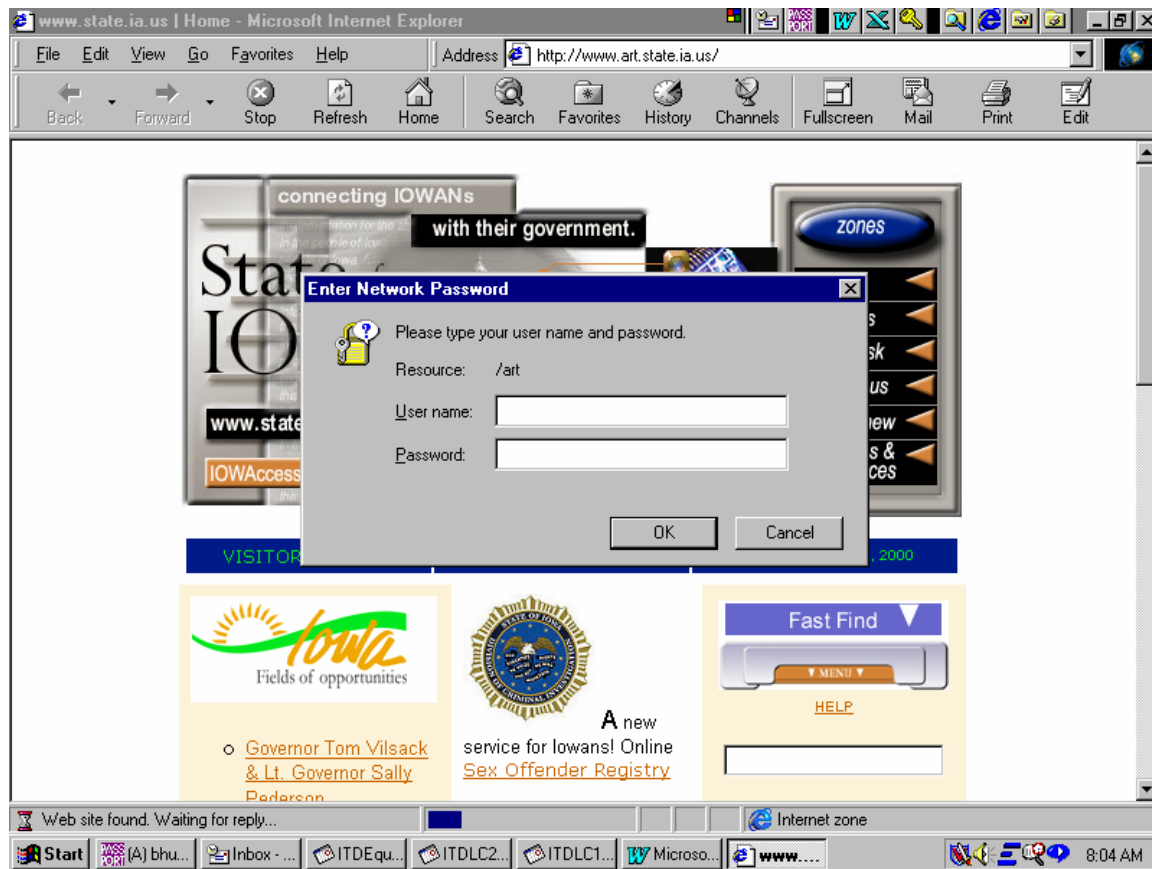
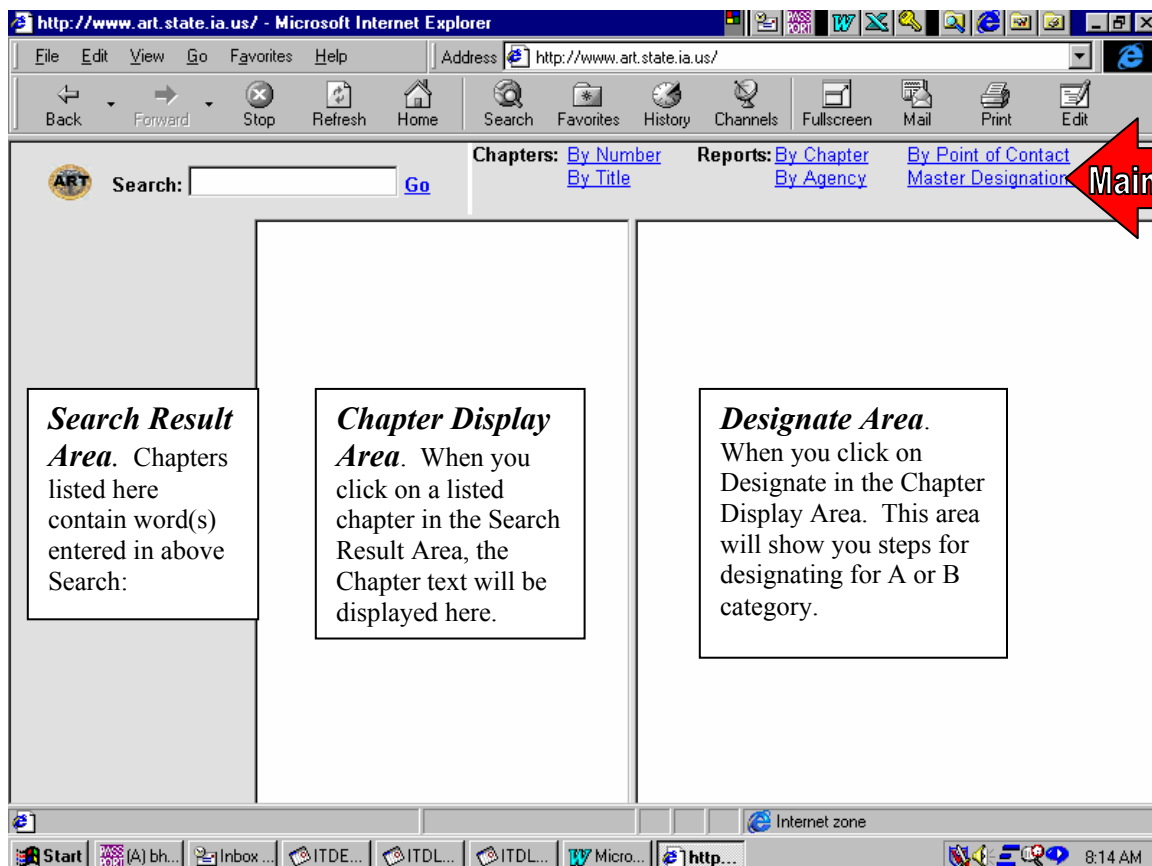


Administrative Rules User Manual

1. Open your web browser.
2. Type in the address: <http://www.art.state.ia.us> <ENTER>
3. The Enter Network Password dialog box will appear as shown below.



Type your Username and Password. <ENTER> The following panel will open.



Searching

1. Create list of keywords for the search. You may wish to talk with others designating in your agency to create complete search list.
2. Type “[General Services](#)”, or any set of words you wish to search for, in the Search box and click on [Go](#)

The Search Result Area will list all chapters in which “General Services” was found.

*Results are listed by **Relevancy**, not chapter number. Relevancy is determined by how many times your search words are found in the chapter. To view what level of relevancy each document has in relation to the search words, hold mouse over the black to gray boxes to the left of the chapters displayed in the Search Results area. The lighter the color of the box, the fewer relevancies.

****Searching Tips:** This search engine, like most on the web, utilizes Boolean search logic and strategies. If you are searching for more than one word or trying to put together a more thorough search, you can use the following Boolean operators to enhance your search: **AND**, **OR**, **AND NOT**, and **()** (parenthesis).

Also, you can use the **asterisks (*)** as a wild card for word prefixes or suffixes. For example, if you wanted to search for anything dealing with education, whether it was the word education, or educated, or educating, etc., you can type in **educat*** and this will bring up all words the start with **educat** and all suffixes for that word.

3. Point to and click on Chapter [671-1](#). *(Since General Services is Agency #401, we do not need to view or designate the first three finds because we are the Primary agency)*

The Chapter Display Area will display the text for Chapter 671-1 as shown below.

The screenshot shows a Microsoft Internet Explorer window at the URL <http://www.art.state.ia.us/>. The search bar contains "General Services" and the "Go" button is highlighted. A red arrow labeled "Step 1" points to the search bar. The search results are displayed in a table with columns for "Chapters" and "Reports". The "Chapters" column lists various chapters, including "671-1" which is highlighted. A red arrow labeled "Relevancy box" points to the "671-1" entry. The "Reports" column lists reports, including "By Chapter", "By Agency", and "By Point of Contact". A yellow starburst graphic points to the "671-1" entry. A text box labeled "Reminder:" contains the text: "We are designating to the sub-rule level, so you may find one keyword in one sub-rule in CH. X and another keyword in a different sub-rule in the same CH. X."

****Note:** Each frame is adjustable. To adjust an individual frame size, hold the mouse over the edge of the frame until the mouse icon changes from your regular arrow to a double-sided arrow. Once you have the double-sided arrow, hold your left mouse button down and drag window to the desired size and let mouse button up.

****Note:** Searches can also be completed by **Agency Number** and by **Chapter Title**. These options are located in the **Main Navigation** area at the top of the ART window under the heading “**Chapters.**”

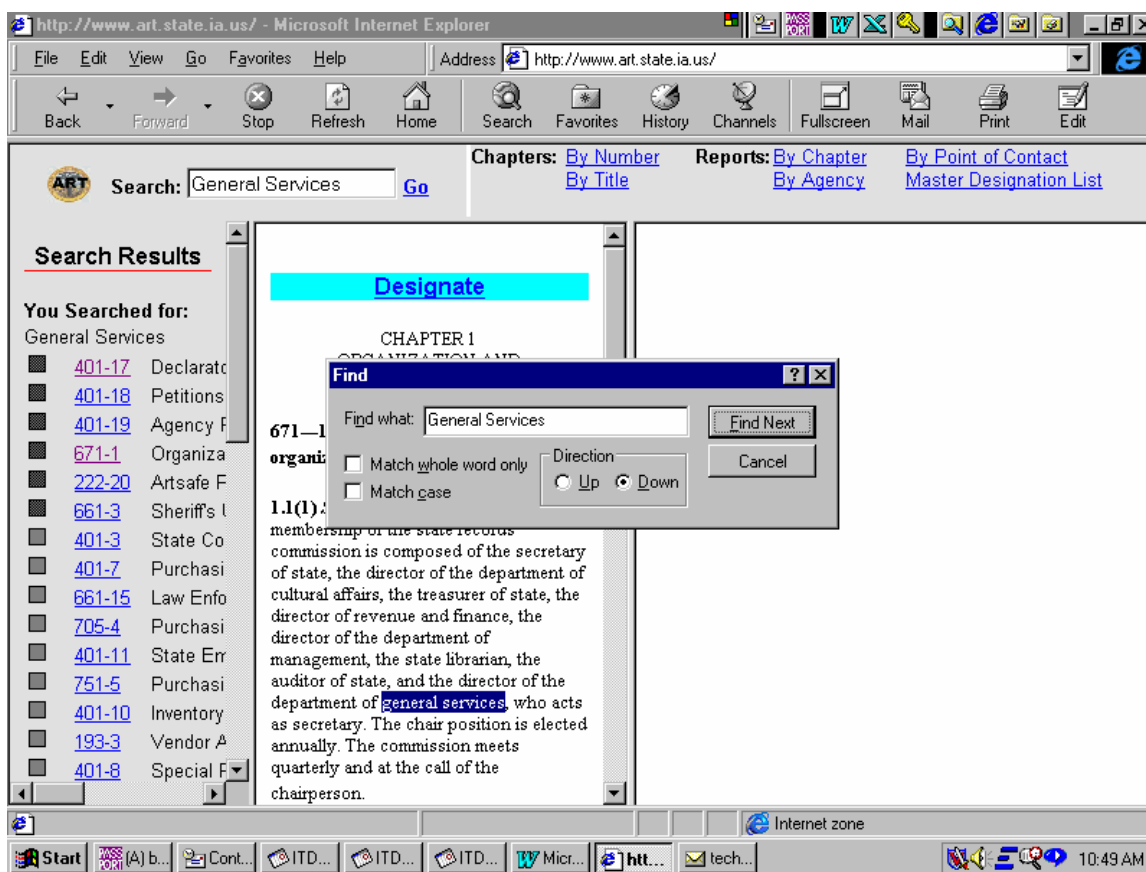
Finding Key Words

If you searched for only one word, the word will be highlighted in green in the **Chapter Display Area**. However, if you search for multiple words, when you select a chapter from the **Search Results Area**, the key words searched for will **NOT** be highlighted. In this case, to get the selected words highlighted, follow these steps:

To find the key word(s) you searched on in the Search box, use your browser's Find function. Here's how.

1. Click in the **Chapter Display Area** to make that frame active.
2. Hold the **Ctrl** key down and press **F** on the keyboard.
3. In the Find dialog box type "**General Services**" and click on **Find Next**. This will continue to highlight the selected words down the chapter.

The following screen will be displayed.



****Note:** depending on your browser you may have to close the **Find** dialog box in order to designate.

****Note:** depending on your browser the searched and found word will be highlighted or green or normal.

****Note:** you can change the direction that the find searches for your keywords by selecting the radio button in the **Direction** section of the **Find** dialog box.

4. To find what rule and subrule where your agency has been mentioned, you may have to close your **Find** dialog box. Once you have located the keywords in the chapter and determined whether or not it is relevant to your agency, there are a few different approaches to designating an agency to a rule/subrule, or multiple rule/subrules, within a chapter. (For example, if I search a chapter for "general services" and found a sentence such as, "This department offers general services to those....." this would not be relevant to the **Department of General Services** and would not be designated.)

Designation

Since “Department of General Services” is specifically identified or referenced in this chapter and subrule, we will click on the **Designate** button in the **Chapter Display Area**.

The following screen will be displayed.

In the **Designate Area**, follow the set of Steps to complete the Designation process.

http://www.art.state.ia.us/ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://www.art.state.ia.us/ Go Links

ART Search: general services Go

Chapters: By Number By Title Reports: By Chapter By Agency By Point of Contact Master Designation List

Search Results

You Searched for: general services

- 401-17 Declaratory Order
- 401-18 Petitions For Rule
- 401-19 Agency Procedure
- 671-1 Organization And Responsibility
- 222-20 Arts and Crafts Program
- 661-3 Sheriff's Uniforms
- 401-3 State Communication
- 401-7 Purchasing Procedure
- 661-15 Law Enforcement
- 705-4 Purchasing
- 401-11 State Employee
- 751-5 Purchasing
- 401-10 Inventory Guidelines
- 193-3 Vendor Appeals
- 401-8 Special Rules For
- 821-9 National Change
- 401-4 Parking
- 401-1 Organization And Responsibility
- 541-10 Iowa Targeted Services
- 821-4 Specifications For
- 401-ana

Designate

CHAPTER 1
ORGANIZATION AND RESPONSIBILITY

671—1.1(17A,304) Description of organization.

1.1(1) *State records commission.* The membership of the state records commission is composed of the secretary of state, the director of the department of cultural affairs, the treasurer of state, the director of revenue and finance, the director of the department of management, the state librarian, the auditor of state, and the director of the department of general services, who acts as secretary. The chair position is elected annually. The commission meets quarterly and at the call of the chairperson.

1.1(2) *Printing and records division.* The printing and records division of the department of general services provides administrative personnel and services for the state records commission. The printing and records division includes the state printing and records administrator, an administrative support staff, and a micrographics section.

1.1(3) *Location.* Communication with the state records commission may be established through Printing and Records Division, Department of General Services, Grimes State Office Building, Des Moines, Iowa 50319.

Chapter Info:
671-1 Organization And Responsibility

Step 1
Select an Agency to Designate
General Svcs. Dept

Step 2 (Category A Designation)
Is the selected agency specifically identified or referenced in this chapter ?
If Yes, Please Cite the Rule(SubRule): If No then go to Step 3
(For multiple rules, press Enter after each entry)
Rule(Subrule)
1 (1)
1 (2)
1 (3)

Step 3 (Category B Designation)
Should the selected agency be involved in future changes to this chapter ?
☐ Yes ☒ No

Step 4
Click Save Button **Save**

Show all References

1. In **Step 1**, choose the agency you wish to designate for by clicking on it, thus highlighting it in **blue**.
2. In **Step 2**, you may choose from the following steps: *(This is a continuation from the Finding Key Words section)*

A. You may copy and paste the Rule(SubRule) into the Rule(SubRule) box in the Designate area.

Then do another Find Next and continue.

****Note:** When closing your **Find** dialog box to insert designations, click on the **cancel** button only.

B. You may just type the Rule(SubRule) into the Rule(SubRule) box in the Designate area.

C. At this point you can write down each Rule(SubRule) as you continue to do searches for the key word(s).

After doing all the Finds in 671-1 and writing down all the Rule(SubRule)s our Rule Making Authority is specifically identified or referenced, you need to type them in the Rule(Subrule) box in the Designate area.

****Note:** When entering a Rule(Subrule), enter only the numbers to the **right** of the decimal point. *(So for example, in 671-1, if we were designating for rule 1.1(1), as we did in **Step 2**, only enter “1(1)” as shown above in the screen capture with an arrow that says “**Step 2**.”)*

****Note:** You may click on the **Show All References**, in **Step 2**. This will show all Rules(SubRules) you have entered for the chapter, if they exceed the space in the Rule(Subrule) identification box.

BE AWARE: Once you have clicked on the **Show all References** button, all Rules(Subrules) you have just entered will be displayed between the **Step 2** and **Step 3** areas pushing **Step 3** and **Step 4** down to the end of the References list. Once the **Show All References** has been opened, it cannot be closed.

3. For **Step 3**, you must decide if you would like to be involved with the future changes to the chapter. Click the **“yes”** radio button if your agency would like to be involved in future changes to the chapter or click the **“no”** radio button if your agency would not like to be involved.

The following screen will show you what we have so far.

http://www.art.state.ia.us/ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://www.art.state.ia.us/ Go Links >>

ART Search: general services Go

Chapters: [By Number](#) [By Title](#) Reports: [By Chapter](#) [By Agency](#) [By Point of Contact](#) [Master Designation List](#)

Search Results

You Searched for: general services

- 401-17 Declaratory Order
- 401-18 Petitions For Rule
- 401-19 Agency Procedure
- 671-1 Organization And Responsibility
- 222-20 Artsafe Program
- 661-3 Sheriff's Uniforms
- 401-3 State Communication
- 401-7 Purchasing Procedure
- 661-15 Law Enforcement
- 705-4 Purchasing
- 401-11 State Employee
- 751-5 Purchasing
- 401-10 Inventory Guidelines
- 193-3 Vendor Appeals
- 401-8 Special Rules For
- 821-9 National Change
- 401-4 Parking
- 401-1 Organization And
- 541-10 Iowa Targeted Search
- 821-4 Specifications For
- 401-anal

secretary of state, the director of the department of cultural affairs, the treasurer of state, the director of revenue and finance, the director of the department of management, the state librarian, the auditor of state, and the director of the department of general services, who acts as secretary. The chair position is elected annually. The commission meets quarterly and at the call of the chairperson.

1.1(2) Printing and records division. The printing and records division of the department of general services provides administrative personnel and services for the state records commission. The printing and records division includes the state printing and records administrator, an administrative support staff, and a micrographics section.

1.1(3) Location. Communication with the state records commission may be established through Printing and Records Division, Department of General Services, Grimes State Office Building, Des Moines, Iowa 50319.

671—1.2(304) Definitions.

1.2(1) Record. Record means a document, photograph, sound recording, electronic data, or other material, regardless of physical form or characteristics, made, produced, executed or received pursuant to law in connection with the transaction of official business of state government. "Record" does not include library and museum material made or acquired and preserved solely for reference or exhibition purposes, miscellaneous papers or

Chapter Info:
671-1 Organization And Responsibility

Step 1
Select an Agency to Designate
[General Svcs. Dept. \(401\)](#)

Step 2 (Category A Designation)
Is the selected agency specifically identified or referenced in this chapter ?
If Yes, Please Cite the Rule(SubRule): If No then go to Step 3
(For multiple rules, press Enter after each entry)

Rule(Subrule)
1 (1)
1 (2)
1 (3)

[Show all References](#)

Step 3 (Category B Designation)
Should the selected agency be involved in future changes to this chapter ?
☐ Yes ☒ No

Step 4
Click Save Button [Save](#)

Step 3 **Step 4**

****Note:** Before clicking on the **Save** button in Step 4 check the following:

- You are designating the correct agency - **Step 1**
- You have all Rule(SubRule)s listed for Category A designation – **Step 2**
- You have made a decision to be a Category B designation to be a player in future changes to the chapter or not– **Step 3**

4. For **Step 4**, Click on the **Save** Button to Save. The Designation Area will display a message that reads:

Your Designation/Changes have been made

You will then move to the next Agency-Chapter listed in the **Search Result Area**.

We will scroll the list to find 481-1. Then repeat the find and designate process.

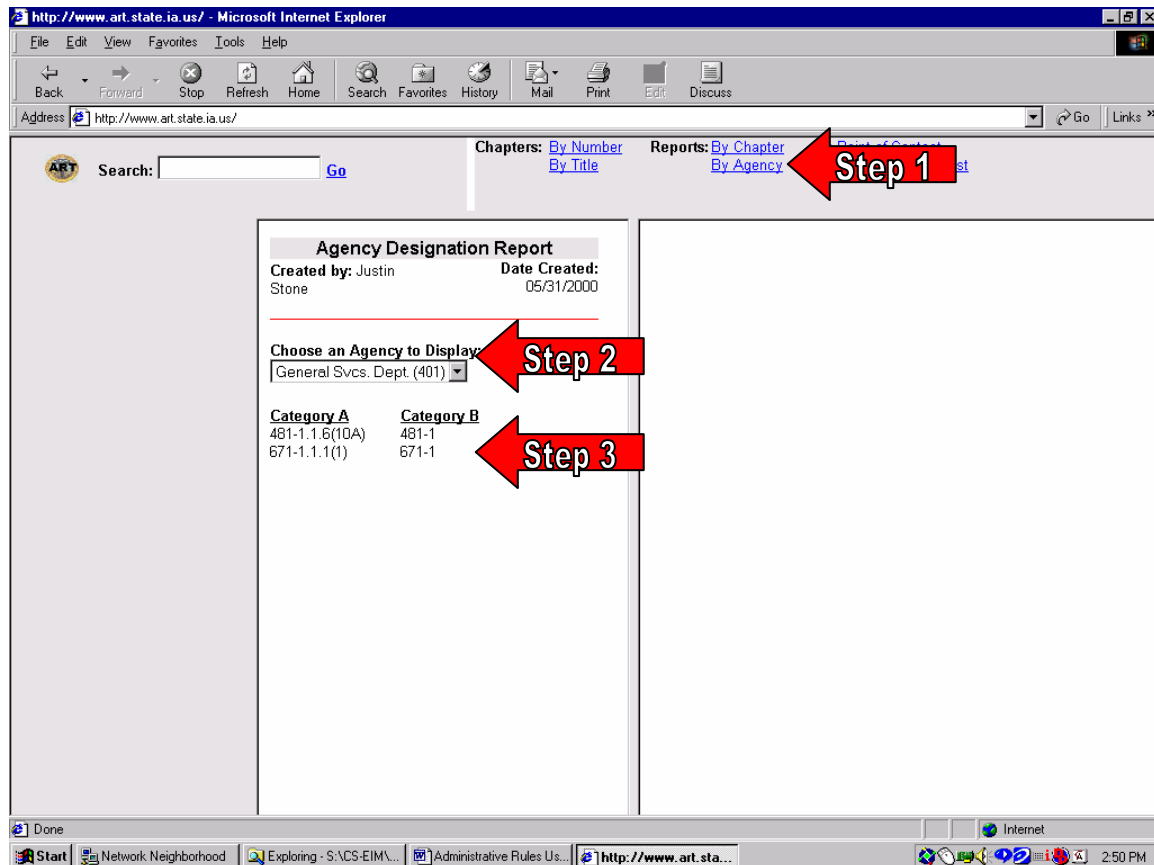
After saving the designations for 481-1. We will do another search of the Rules for more key word(s).

Before we do that you may want to get a report of what has been designated for your Agency thus far.

Agency Designation Report

To display a listing of all rules/sub-rules that have been designated by your agency, follow these steps.

1. Click on the Report: **By Agency** button on the navigation bar at the top of your web page.
2. Then, click on the drop down menu in the Agency Designation Report Window to select the agency you wish to display.
3. This will show you all of the **Category A** and **Category B** designations your Agency has made by displaying the results below the drop down menu.



****Note:** Reports can also be produced **By Chapter** and **By Point of Contact**, although the **By Point of Contact** and the **By Agency** are virtually the same report. These buttons are located in the **Main Navigation** at the top of the ART window.

Printing

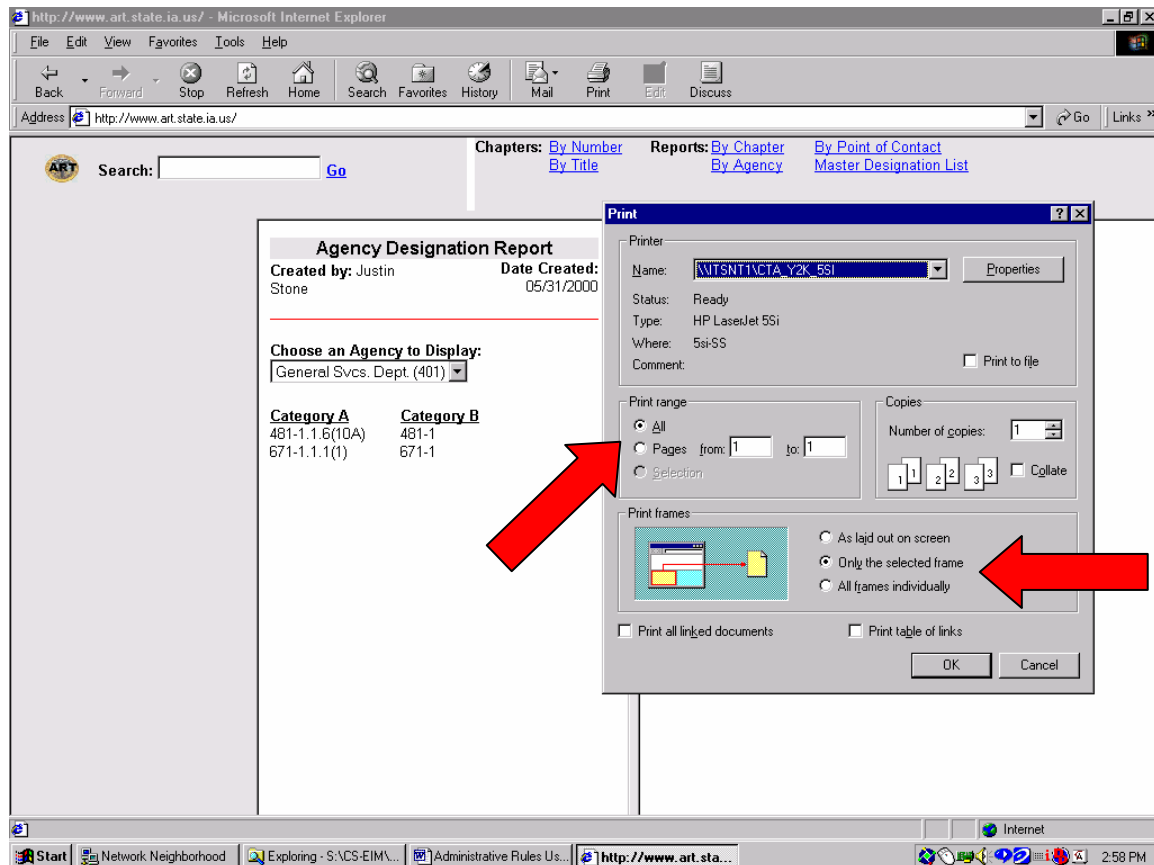
1. To Print results, right click in the Agency Designation Report window and click on **print**.

*By right clicking in this window, it makes the window active and should only print that frame.

*To ensure that you print only the frame you have selected, in the print dialogue box, make sure that in the Print Frames section you have the radio button selected for **Only the Selected Frames**.

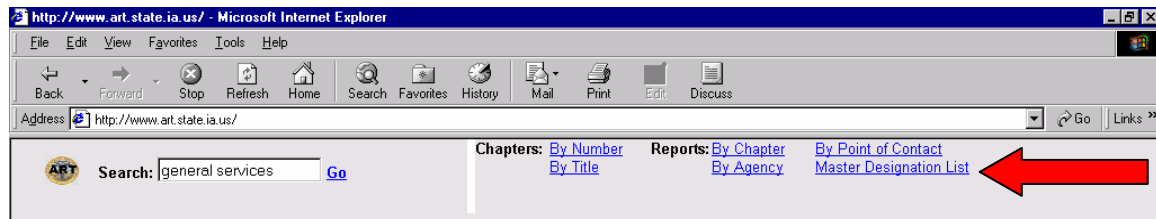
*Also, make sure that in the Print Range section of the Print dialogue box, the radio button for **All** is selected to ensure that all designations are printed in the event that they run more than one page.

2. Lastly, click on the **OK** in the Print dialogue box.



Master Designation List and Editing

To display a listing of all the designations made by all agencies and to edit any mistakes your agency may have made, click on the [Master Designation List](#) link, in the reports section, in the main navigation bar at the top of the window.

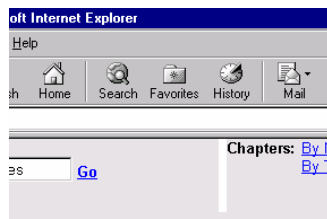


1. The Master Designation list will be opened in the Chapter Display area. Results are listed by Agency, then Chapter, then Cat. A, and then Cat. B. Click on the [blue arrow](#) to the left of whichever agency you wish to view.

2. A list of chapters will be displayed below the Agency you have selected and will turn down the arrow you just clicked. Click on the [blue arrow](#) to the left of whichever chapter you wish to view.

3. A list of all agencies that have designated themselves to the chapter you have chosen will be displayed.

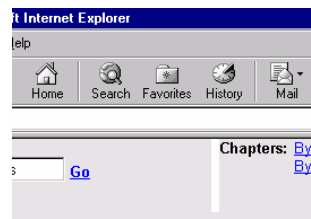
*We will cover editing YOUR OWN AGENCIES designations in the next section.



Master Designation List
 expand | collapse | previous | next |

Agency/Chapter	Category A Agencies	Category B Agencies
▶ 222 - Arts Div.		
▶ 481 - Inspec. and Appeals		
▶ 671 - Records Comm.		

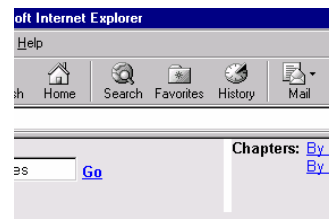
 expand | collapse | previous | next |



Master Designation List
 expand | collapse | previous | next |

Agency/Chapter	Category A Agencies	Category B Agencies
▶ 222 - Arts Div.		
▶ 481 - Inspec. and Appeals		
▶ 671 - Records Comm.		
▶ 1		

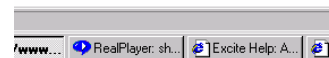
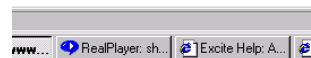
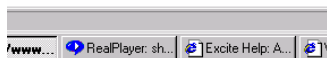
 expand | collapse | previous | next |



Master Designation List
 expand | collapse | previous | next |

Agency/Chapter	Category A Agencies	Category B Agencies
▶ 222 - Arts Div.		
▶ 481 - Inspec. and Appeals		
▼ 671 - Records Comm.		
▼ 1		
	General Svcs. Dept. (401)	General Svcs. Dept. (401)

 expand | collapse | previous | next |

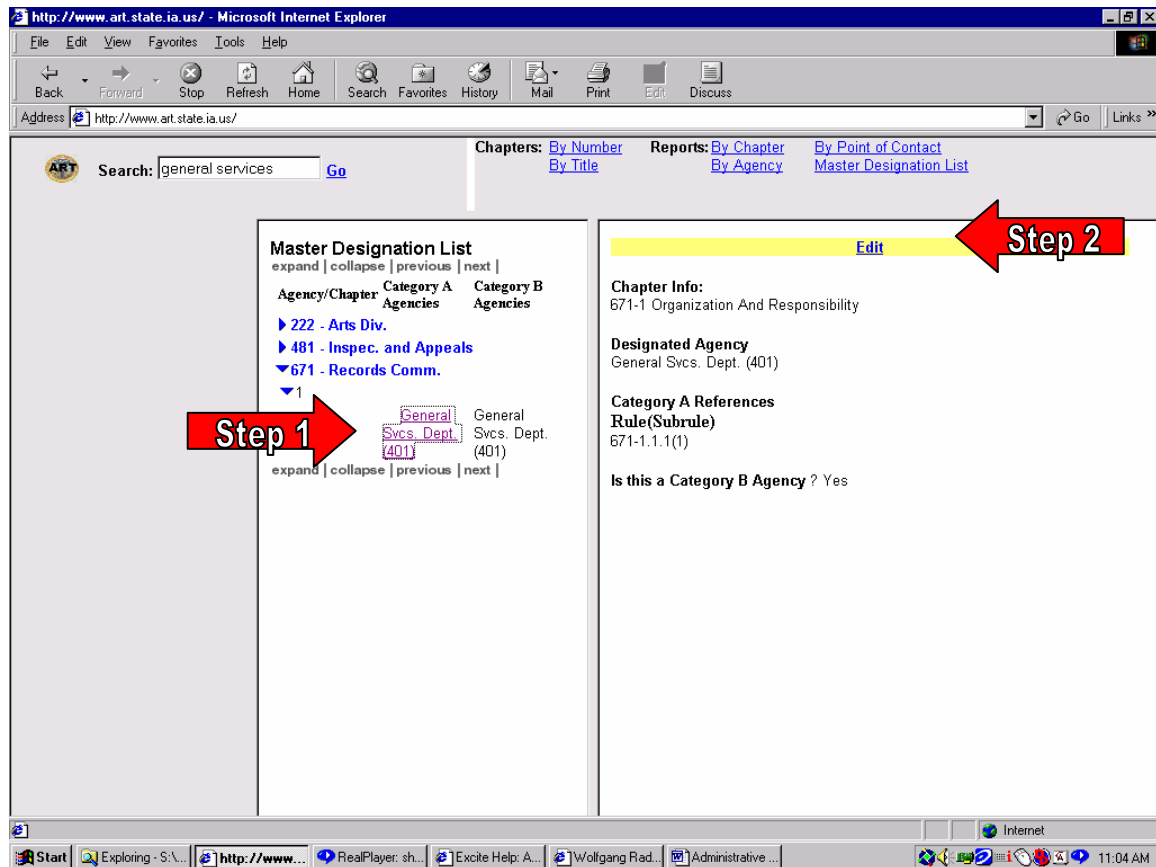


****Note:** You can use the “[expand](#)” or “[collapse](#)” button in the Master Designation List window to either open or close all listings for each agency number and chapter number. Scroll bars will appear if listings expand beyond the length of the page.

Editing Master Designation List

1. To correct mistakes or to edit out mis-designations, while in the Master Designation list, click on the [Agency Name and Number](#) link.

****Note:** You can only make changes for your own agency or agencies. You will be able to see the information in the far right window, but you will be denied [Edit](#) privileges if you are not logged in as a member of the agency you clicked on in the Master Designation window.



2. To edit, click on the [Edit](#) button at the top of the window to the far right.

3. The **Edit** button will take us back to the Designation Window at the identical point at which we saved the previous data. To edit out the a designation, follow these steps:

- A. In **Step 2** of the **Designation Window**, delete the rules/subrules you or your agency entered in by highlighting the text and tapping the delete key on your keyboard.
- B. In **Step 3** of the **Designation Window**, reconsider whether or not you want to be a **Category B** designation or whether you do not want to have any future affiliations with the chapter.
- C. In **Step 4**, click the **Save** button to save changes you have made.

The screenshot shows the Microsoft Internet Explorer browser window at the URL <http://www.art.state.ia.us/>. The page features a search bar with the text "general services" and a "Go" button. Below the search bar, there are links for "Chapters: By Number", "By Title", "Reports: By Chapter", "By Agency", "By Point of Contact", and "Master Designation List".

The main content area is divided into two columns. The left column, titled "Master Designation List", includes links for "expand", "collapse", "previous", and "next". It lists "Agency/Chapter" with "Category A Agencies" and "Category B Agencies". Under "Category A Agencies", there are links for "222 - Arts Div.", "481 - Inspec. and Appeals", and "671 - Records Comm.". Under "Category B Agencies", there is a link for "1". Below this, there are links for "General Svcs. Dept. (401)" and "General Svcs. Dept. (401)".

The right column, titled "Chapter Info", shows "671-1 Organization And Responsibility". It includes "Step 1: Select an Agency to Designate" with a dropdown menu showing "General Svcs. Dept. (401)". "Step 2 (Category A Designation)" asks "Is the selected agency specifically identified or referenced in this chapter?" and includes a "Rule(Subrule)" field. "Step 3 (Category B Designation)" asks "Should the selected agency be involved in future changes to this chapter?" with "Yes" and "No" radio buttons. "Step 4" includes a "Click Save Button" and a "Save" button.

Red arrows point to specific steps: "Step 3A" points to the "Rule(Subrule)" field, "Step 3B" points to the "Yes/No" radio buttons, and "Step 3C" points to the "Save" button.

****Note:** After you delete your information out, when you revisit the master designation list, depending on if anyone else has designated in the particular chapter you have just edited, you will see that you can still see that chapter displayed under the Agency number, but no Agency will be listed.

*To the right is an example of what that will look like.

The screenshot shows the Microsoft Internet Explorer browser window at the URL <http://www.art.state.ia.us/>. The page features a search bar with the text "ces" and a "Go" button. Below the search bar, there are links for "Chapters: By Number", "By Title", "Reports: By Chapter", "By Agency", "By Point of Contact", and "Master Designation List".

The main content area is divided into two columns. The left column, titled "Master Designation List", includes links for "expand", "collapse", "previous", and "next". It lists "Agency/Chapter" with "Category A Agencies" and "Category B Agencies". Under "Category A Agencies", there are links for "222 - Arts Div.", "481 - Inspec. and Appeals", and "671 - Records Comm.". Under "Category B Agencies", there is a link for "1". Below this, there are links for "General Svcs. Dept. (401)" and "General Svcs. Dept. (401)".

A red arrow points to the "No Agencies" text, indicating that no agencies are listed for the selected chapter.

Help Desk

A Help Desk has been set up consisting of four contact points for any type of question relating to the ART search and designation process. For help, call one of the following phone numbers:

Help Desk #1: 281-4983

Help Desk #2: 282-6717

Help Desk #3: 281-6984

Help Desk #4: 281-7117

***Help Desk Hours:**

M-F 8:00am-4:30pm

