

**721—2.4 (17A) Examination and preservation of records.**

**2.4(1)** “Lawful custodian” shall include the secretary of state and staff personnel authorized by the secretary of state.

**2.4(2)** No person, except the lawful custodian, shall place a mark upon, or in any manner damage, deface, alter, or destroy a public record.

**2.4(3)** Examination and copying of public records shall be conducted under the supervision of the lawful custodian.

**2.4(4)** Public records shall not be removed from the offices of the secretary of state, except for the purposes of:

- a.* Complying with a subpoena duces tecum,
- b.* Microfilming the records by the department of general services, or
- c.* Retaining and preserving the public records pursuant to Iowa Code chapter 304.
- d.* Complying with Iowa Code section 2B.10.