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State of Iowa

Executive Department

SECRETARY OF STATE
IOWA

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

EXECUTIVE ORDER NUMBER FIVE

WHEREAS, Chapter 68B, 1983 Code of Iowa, relates to the giving, acceptance and reporting of gifts; and

WHEREAS, the Governor, under Section 68.11(2), has the authority and the responsibility to establish formal procedures and criteria for the reporting of gifts made to officials and employees of the executive department of the state and their immediate family members;

NOW, THEREFORE, I, Terry E. Branstad, Governor of the State of Iowa, do hereby establish the following gift reporting requirements for the executive department of state government.

ARTICLE I. SCOPE OF APPLICATION

"Officials and employees of the executive department of the state" shall include all employees and officials of state government who are not members of the legislative and judicial departments. The term "official" includes elected and appointed officials, and board and commission members who are required by law to file oaths of office. The words "gifts" and "immediate family members" shall have the meanings specified in section 68B.2, 1983 Code of Iowa.

ARTICLE II. DISCLOSURE REPORT

A. An official or employee who receives or whose immediate family receives a gift in any one occurrence which has a value in excess of fifteen dollars shall file a written report of the gift in the office of the Secretary of State.

B. If a gift is made to an official or employee or an immediate family member and others which cannot be precisely attributed to that recipient, the report shall list the pro-rata value of the gift attributable to the donee if that value exceeds fifteen dollars. The fact of apportionment shall be disclosed. A gift may not be apportioned between multiple donors to reduce its "value" unless it qualifies as a separate occurrence.

C. The report shall be filed by the fifteenth day of the month following the month in which the gift was received. The report shall show the donor, donee, nature, value and date of the gift. The report shall also show the street address, city and state of residence of the donor, if known.

D. The Secretary of State shall make available forms for the filing of these reports, upon request, to any person required to file a report. The reports shall be available for public inspection under conditions consistent with Chapter 68A, Code of Iowa, relating to public records.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Iowa to be affixed.
Done at Des Moines this day of October, in the year of our Lord one thousand nine hundred eighty three.



GOVERNOR

Attest:

SECRETARY OF STATE