

CHAPTER 4
TEMPORARY RECORDS—TRANSFER AND STORAGE PROCESS

671—4.1(305) Purpose. In order to assist in the maximum efficiency of state government operations, the state records commission operates the state records center, a secure, low-cost storage facility for the temporary storage of records. Central offices of state agencies shall, and field offices may, use the state records center for storage of temporary records in accordance with approved records series retention and disposition schedules.

671—4.2(305) Forms to use. The following forms shall be used in the process for transferring and storing temporary records:

4.2(1) A Records Transfer Authorization form obtained from the state archives and records bureau documents the transfer of a record from an agency to the state records center.

4.2(2) A Record Interfile Request form shall be attached to an agency record to be filed into a box of records already stored in the state records center.

4.2(3) A Records Officer(s) and Authorized Users: Department Information Sheet form obtained from the state archives and records bureau documents the appointment of an agency records officer and an agency's authorized user in accordance with 671—subrule 5.4(1).

4.2(4) A One-Time Records User Authorization form obtained from the state archives and records bureau documents the identification of a nonauthorized agency staff person who requires emergency permanent removal of a file or box of records in the state records center in accordance with 671—subrule 5.4(3).

671—4.3(305) Agency records officer's responsibility.

4.3(1) An agency records officer shall:

a. Transfer records to the state records center in accordance with established records series retention and disposition schedules;

b. Review, verify, sign and submit a completed Records Transfer Authorization form to the state archives and records bureau for approval prior to the physical transfer of records from the agency;

c. Cooperate with the state archives and records bureau in correcting an incomplete or inaccurate Records Transfer Authorization form; and

d. Maintain the agency copy of a Records Transfer Authorization form documenting the transfer of records to the state records center for storage.

4.3(2) Requests for interfiling. An agency records officer may transfer a limited number of records to the state records center by attaching a Record Interfile Request form to each record to be filed with or into a box of records that is in the state records center.

4.3(3) Requests for permanent removal of records. An agency's authorized user may request the permanent removal of an individual record or an entire box of records from the state records center by using a Record Retrieval Request form.

4.3(4) Return of permanently removed records to storage. In the event an agency records officer wishes to return to the state records center an entire box of records that has been permanently removed from the state records center, a new Records Transfer Authorization form must be completed, reviewed, signed and submitted to the state archives and records bureau for approval prior to the physical transfer of the records to the state records center.

671—4.4(305) State archives and records bureau responsibility.

4.4(1) The state archives and records bureau shall review and approve a completed Records Transfer Authorization form in a timely manner and shall assist an agency in correcting an incomplete or inaccurate Records Transfer Authorization form.

4.4(2) After approving a Records Transfer Authorization form, the state archives and records bureau shall arrange with the agency for the physical transfer of records to the state records center.

4.4(3) The state archives and records bureau shall establish and maintain inventory control of boxes of records transferred to the state records center and shall make box locating information available to the agencies.

4.4(4) The state archives and records bureau shall provide a secure and environmentally appropriate storage area for all records that have been transferred to the state records center for storage.

4.4(5) Requests for interfiling. The state archives and records bureau may at its discretion:

a. File a record using the locating information provided on the Record Interfile Request form attached to the record;

b. Return the record to the agency records officer for clarification or additional locating information; or

c. Request that the agency do the interfiling if the volume of material is excessive.

4.4(6) Requests for permanent removal of records. State archives and records bureau staff shall permanently remove agency records only to an authorized user on the agency's Records Officer(s) and Authorized Users: Department Information Sheet form or to an agency staff person for whom the state archives and records bureau has received a One-Time Records User Authorization form.

4.4(7) In the event a box of records that has been permanently removed to an agency is returned to the state records center to be refiled in its original location, that box of records will be returned to the agency pending submission of a completed Records Transfer Authorization form in accordance with subrule 4.3(4).

671—4.5(305) Procedures. Detailed procedures, including sample copies of the Records Transfer Authorization, the Record Interfile Request, the Record Retrieval Request, the Records Officer(s) and Authorized Users: Department Information Sheet, and the One-Time Records User Authorization forms, are available in the state records manual.

These rules are intended to implement Iowa Code Supplement chapter 305.

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