

CHAPTER 5
TEMPORARY RECORDS—ACCESS PROCESS

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671—5.1(305) Purpose. The state archives and records bureau provides access to a record stored in the state records center only to a state agency. The state archives and records bureau does not provide access to a record stored in the state records center to a member of the public.

671—5.2(305) Definitions. In addition to the definitions set forth in Iowa Code Supplement section 305.2, the following definitions shall apply to 671—Chapters 1 to 8 and 14:

“Authorized user” means an agency staff person appointed by an agency head to have the authority to review or remove an agency record from the state records center and the authority to borrow, with prior approval of the state archivist, an agency record from the state archives of Iowa for administrative use in the agency. The auditor of state’s office is an ex officio authorized user for purposes of auditing financial records of state agencies.

“Original warrant user” means an agency staff person appointed by the treasurer of state to have the authority to retrieve or remove an original redeemed warrant from storage in the state records center.

671—5.3(305) Forms to use. The following forms, which are available from the state archives and records bureau, shall be used in the process of accessing temporary records:

5.3(1) A Records Officer(s) and Authorized Users: Department Information Sheet form is used to appoint an agency records officer and to appoint an agency’s authorized users.

5.3(2) A Record Retrieval Request form is used to request access to a file or box of records stored in the state records center.

5.3(3) A One-Time Records User Authorization form is used to provide a nonauthorized agency staff member emergency access to a file or box of records stored in the state records center.

5.3(4) A Request for Copies of State Warrants form is used to request a copy of a redeemed state warrant stored in the state records center.

5.3(5) An Original Warrant Release form is used to request access to an original redeemed state warrant stored in the state records center.

671—5.4(305) Access to a file or box of records.

5.4(1) An agency head shall complete and file a Records Officer(s) and Authorized Users: Department Information Sheet form with the state archives and records bureau to appoint the department records officer(s) and to identify those agency staff members appointed as authorized users for the purpose of access to agency records in the state records center.

5.4(2) An authorized user who requires access to or the return of a file or box of records from the state records center shall properly complete, or provide information to the state archives and records bureau to complete, a Record Retrieval Request form prior to use or release of the record.

5.4(3) In the event a nonauthorized agency staff member requires emergency access to a file or box of records in the state records center, an agency records officer shall complete a One-Time Records User Authorization form prior to the use or release of the record.

5.4(4) Upon completion of temporary use by an agency’s authorized user, the authorized user shall return the file or box with its attached copy of the Record Retrieval Request form to the state records center.

671—5.5(305) Access to a redeemed state warrant.

5.5(1) An original warrant user may request access to an original redeemed state warrant stored at the state records center by providing to the state archives and records bureau a properly completed Original Warrant Release form prior to use or release of the original redeemed warrant.

5.5(2) Upon completion of use, the original redeemed state warrant shall be returned to the state records center with its attached copy of the Original Warrant Release form.

5.5(3) An agency's authorized user shall provide to the state archives and records bureau a properly completed Request for Copies of State Warrants form to request a copy of a redeemed state warrant stored at the state records center prior to release of the copy of the redeemed state warrant.

671—5.6(305) State archives and records bureau responsibility.

5.6(1) The state archives and records bureau shall make an agency record in the state records center available 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.

5.6(2) The state archives and records bureau shall make all agency financial records in the state records center available to the auditor of state for purposes of financial audit unless those records are otherwise protected by law.

5.6(3) The state archives and records bureau shall attach a copy of the completed Record Retrieval Request form to each file or box returned to an agency.

5.6(4) The state archives and records bureau shall refile a file or a box of records using the locating information on the Record Retrieval Request form attached to the file or box of records.

671—5.7(305) Procedures. Detailed procedures, including sample copies of 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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