

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).