

**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.