

**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.