

671—6.3(305) State archives and records bureau responsibility.

6.3(1) The state archives and records bureau shall maintain an accurate inventory of each box of records in the state records center. For each box of records, the inventory includes the destruction eligibility date as established by the records series retention and disposition schedules approved by the state records commission.

6.3(2) The state archives and records bureau shall generate a Notice of Intent to Destroy and Disposal Certificate form for each box of records eligible for destruction as of January 1 and July 1 of each year.

6.3(3) The state archives and records bureau shall distribute Notice of Intent to Destroy and Disposal Certificate forms to the appropriate agency records officer no later than May 1 prior to each July destruction cycle and no later than November 1 prior to each January destruction cycle.

6.3(4) Following completion of the destruction process, the state archives and records bureau shall sign the “disposal certificate” portion of the Notice of Intent to Destroy and Disposal Certificate form to confirm that all records authorized to be destroyed were destroyed and to confirm that records not authorized to be destroyed have not been destroyed.

6.3(5) In the event an agency head or an agency records officer fails to sign and return a Notice of Intent to Destroy and Disposal Certificate form to the state archives and records bureau by the established deadline, the state archives and records bureau may, at its discretion:

a. Permanently remove to the agency those boxes of records recorded on the Notice of Intent to Destroy and Disposal Certificate form that was not returned;

b. Decline new Records Transfer Authorization forms from that agency until the Notice of Intent to Destroy and Disposal Certificate form is returned; or

c. Bill the agency for the continued storage of the boxes of records recorded on a Notice of Intent to Destroy and Disposal Certificate form, which was not returned, at a rate to be posted in the state records center and on the state records commission’s Web site.

6.3(6) The state archives and records bureau shall destroy records in a secure manner and shall utilize recycling technologies for destruction of records whenever possible.