

671—7.4(305) Agency responsibility.

7.4(1) A record that is scheduled for permanent preservation in the state archives of Iowa shall be transferred to the state archives of Iowa in accordance with established records series retention and disposition schedules. An agency records officer shall review, sign and submit a properly completed Transfer of Custody of State Government Records to the State Archives of Iowa form to the state archives and records bureau for approval prior to the physical transfer of records from the agency.

7.4(2) A record scheduled for permanent preservation in an agency shall be retained in the agency in perpetuity.

a. An agency shall maintain a record scheduled for permanent preservation in the agency in a manner that will ensure the continued availability of an accurate, authentic, reliable record in perpetuity.

b. An agency shall make a record scheduled for permanent preservation in the agency available in perpetuity for public inspection and copying in accordance with agency fair information practices rules.