

671—7.5(305) State archives and records bureau responsibility.

7.5(1) The department of cultural affairs shall maintain legal and physical custody of all records transferred to the state archives of Iowa in accordance with Iowa Code Supplement section 305.9(1).

7.5(2) The state archives and records bureau shall review and approve a properly completed Transfer of Custody of State Government Records to the State Archives of Iowa form in a timely manner and shall assist an agency in correcting an incomplete or inaccurate Transfer of Custody of State Government Records to the State Archives of Iowa form.

7.5(3) After approving a Transfer of Custody of State Government Records to the State Archives of Iowa form, the state archives and records bureau shall arrange with the agency for the physical transfer of records to the state archives of Iowa.

7.5(4) The state archives and records bureau shall establish and maintain inventory control of records transferred to the state archives of Iowa.

7.5(5) The department of cultural affairs shall provide a secure, environmentally appropriate storage area for all records transferred to its custody.