

—**.3 (8A) Liability file.** The department may provide the department of administrative services a liability file.

**.3(1) Contents.** With respect to each individual debtor, the liability file shall contain the following:

*a.* Information relevant to the identification of the debtor, as required by the department of administrative services and including the debtor's name and social security number or federal identification number,

*b.* The amount of liability, and

*c.* A written statement declaring the debt to have occurred.

**.3(2) Certification.** The department shall certify the liability file at least semiannually, as required by the department of administrative services.

**.3(3) Updates.** The department shall update the liability file:

*a.* When necessary to reflect new debtors, and

*b.* When the status of a debt changes due to payment of the debt, invalidation of the liability, alternate payment arrangements with the debtor, bankruptcy, or other factors.

**.3(4) Due diligence.**

*a.* Before submitting debtor information to the outstanding liability file, the department shall make a good-faith attempt to collect from the debtor. Such attempt shall include at least all of the following:

(1) A telephone call requesting payment.

(2) A letter to the debtor's last discernible address requesting payment within 15 days.

*b.* The department shall document due diligence and retain such documentation.