

671—3.3(305) Agency responsibility.

3.3(1) An agency head shall maintain or cause to be maintained an inventory of records that are made, produced, executed, or received by the agency pursuant to statute in connection with the transaction of official business of state government, whether those records are created or maintained in an electronic system or in a paper system.

3.3(2) An agency head shall initiate or cause to be initiated a new Records Series Inventory and Retention and Disposition Schedule Form for previously unscheduled records series and, when needed, a Records Series Inventory and Retention and Disposition Schedule Form for revision of an existing records series retention and disposition schedule, whether a records series is created or maintained in an electronic system or in a paper system.

3.3(3) An agency head shall provide or cause to be provided complete and thorough responses to the questions on the Records Series Inventory and Retention and Disposition Schedule Form and shall work in a collaborative manner with the state archives and records bureau so that the state archives and records bureau can finalize the records series retention and disposition schedule recommendations for presentation to the state records commission.