

671—4.3(305) Agency records officer's responsibility.

4.3(1) An agency records officer shall:

- a.* Transfer records to the state records center in accordance with established records series retention and disposition schedules;
- b.* Review, verify, sign and submit a completed Records Transfer Authorization form to the state archives and records bureau for approval prior to the physical transfer of records from the agency;
- c.* Cooperate with the state archives and records bureau in correcting an incomplete or inaccurate Records Transfer Authorization form; and
- d.* Maintain the agency copy of a Records Transfer Authorization form documenting the transfer of records to the state records center for storage.

4.3(2) Requests for interfiling. An agency records officer may transfer a limited number of records to the state records center by attaching a Record Interfile Request form to each record to be filed with or into a box of records that is in the state records center.

4.3(3) Requests for permanent removal of records. An agency's authorized user may request the permanent removal of an individual record or an entire box of records from the state records center by using a Record Retrieval Request form.

4.3(4) Return of permanently removed records to storage. In the event an agency records officer wishes to return to the state records center an entire box of records that has been permanently removed from the state records center, a new Records Transfer Authorization form must be completed, reviewed, signed and submitted to the state archives and records bureau for approval prior to the physical transfer of the records to the state records center.