

**671—6.4(305) State agency responsibilities.**

**6.4(1)** An agency head or an agency records officer shall review or cause to be reviewed a Notice of Intent to Destroy and Disposal Certificate form to authorize destruction of records or to identify records that need to be held in the state records center for additional time or that need to be permanently removed to the agency in lieu of destruction due to pending legal action, fiscal or audit requirements that remain unfulfilled or due to the agency's renewed administrative need for the record.

**6.4(2)** After making any necessary annotations in red, an agency head or an agency records officer shall sign the Disposal Authorization portion of the Notice of Intent to Destroy and Disposal Certificate form and return the Notice of Intent to Destroy and Disposal Certificate form to the state archives and records bureau no later than June 30 prior to each July destruction cycle and no later than December 31 prior to each January destruction cycle.

**6.4(3)** Records for which the state records commission has authorized destruction directly from the agencies shall be destroyed in accordance with records series retention and disposition schedules. The records shall be destroyed in a secure manner using recycling technologies whenever possible, and the destruction shall be documented in a manner designated by each agency head.