671—4.4(305) State archives and records bureau responsibility.

4.4(1) The state archives and records bureau shall review and approve a completed Records Transfer Authorization form in a timely manner and shall assist an agency in correcting an incomplete or inaccurate Records Transfer Authorization form.

4.4(2) After approving a Records Transfer Authorization form, the state archives and records bureau shall arrange with the agency for the physical transfer of records to the state records center.

4.4(3) The state archives and records bureau shall establish and maintain inventory control of boxes of records transferred to the state records center and shall make box locating information available to the agencies.

4.4(4) The state archives and records bureau shall provide a secure and environmentally appropriate storage area for all records that have been transferred to the state records center for storage.

4.4(5) Requests for interfiling. The state archives and records bureau may at its discretion:

a. File a record using the locating information provided on the Record Interfile Request form attached to the record;

b. Return the record to the agency records officer for clarification or additional locating information; or

c. Request that the agency do the interfiling if the volume of material is excessive.

4.4(6) Requests for permanent removal of records. State archives and records bureau staff shall permanently remove agency records only to an authorized user on the agency's Records Officer(s) and Authorized Users: Department Information Sheet form or to an agency staff person for whom the state archives and records bureau has received a One-Time Records User Authorization form.

4.4(7) In the event a box of records that has been permanently removed to an agency is returned to the state records center to be refiled in its original location, that box of records will be returned to the agency pending submission of a completed Records Transfer Authorization form in accordance with subrule 4.3(4).