

671—5.3(305) Forms to use. The following forms, which are available from the state archives and records bureau, shall be used in the process of accessing temporary records:

5.3(1) A Records Officer(s) and Authorized Users: Department Information Sheet form is used to appoint an agency records officer and to appoint an agency's authorized users.

5.3(2) A Record Retrieval Request form is used to request access to a file or box of records stored in the state records center.

5.3(3) A One-Time Records User Authorization form is used to provide a nonauthorized agency staff member emergency access to a file or box of records stored in the state records center.

5.3(4) A Request for Copies of State Warrants form is used to request a copy of a redeemed state warrant stored in the state records center.

5.3(5) An Original Warrant Release form is used to request access to an original redeemed state warrant stored in the state records center.