

PROCEDURE TO STORE RECORDS FOR THE STATE OF IOWA

1. **You should follow the normal records retention procedure for any records that would have been previously retained and entered into the records retention system.**

2. Any records that would not have been retained in the past but now must be retained due to the Court's order in the State of Iowa lawsuit (for example: printed raw data) must be handled according to the following procedure:

- 1) Continue to use your department's current department code and current consecutive numbering system.

If you do not know the individual responsible for issuing such numbers, please call Starr Pennington at Ext. [6968]. **It is important that box numbers not be duplicated.**

- 2) To order boxes and/or to have materials picked up for storage, please contact Starr Pennington at Ext. [6968]. Arrangements will be made for pickup. Field Sales will continue to obtain their boxes from New Century Warehouse.
- 3) Please prepare a Records Transfer List (RTL) form indicating the department code, box number, and preparer's name to help track submissions. Please write "IOWA" in large letters under "Records Series & Range" column of the RTL. A description of the contents of the carton is not necessary. (Please find attached Example A.) Blank transfer forms can be obtained from Starr Pennington.
- 4) Each box should have department code, box number, and timespan of the records in the box, as well as the word "IOWA" printed with a black magic marker on both ends of the box.

For each "IOWA" box submitted, please indicate on the box the beginning date and ending date of the information contained in the box. (See Example B attached.)

- 5) Records Center Contacts:

Primary: Starr Pennington - Ext. [6968]
Supervisor/Records

Secondary: Linda Martin - Ext. [6685]
Manager/R&D Administration

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