

RECORDS MANAGEMENT SERVICES

ARCHIVAL RECORDS STORAGE - PERMANENT RECORDS

What is archival storage

The Colorado State Archives stores the permanent (archival) records of state agencies. The record formats differ greatly and include: original documents (paper), microfilm (reel and microfiche), electronic (optical disk - CD-ROM), and audio (magnetic tapes). It is the joint responsibility of the State Archives and each agency to preserve and protect these records for future generations.

Transfer procedures

Requests for archival storage should be made as soon as the need is identified. Each agency is to work through their designated records officer. Records which are not scheduled in accord with these procedures will not be accepted. The request can be in writing; or the records officer may contact our office directly at (303) 866- 2550. Once the transfer request is approved, by our office, the agency needs to ensure the following is done:

- The records need to be correctly listed on Public Records **E-Register** forms available at: <https://www.colorado.gov/pacific/archives/common-records-management-documents> where there are also instructions as to how to fill these out and submit them. If you need further assistance in preparing these forms contact the State Archives.
- The records must be placed in approved archives records storage boxes. The boxes are available from the Juniper Valley Products, State Forms and Publications Center, 4200 Garfield, Denver, CO 80216-6517, telephone number (303) 832- 4164 or 800-685-7891 in state, FAX number (303) 320-1050. The product commodity number is 130-01-59-0010.
- The records officer must send to the State Archives the original + one copy of the Public Records E-Register form and cover memo with the name and phone number of whom we should call to make the transfer arrangements. Remember to keep one copy of the Public Records E-Register form in case the ones sent are lost in the mail.

Once the above steps are accomplished, the State Archives will contact your agency and determine the best manner for transferring the records. Depending on the size and location of the transfer, suggestions are made to contact the Central Services Mailroom or the Division of Correctional Industries. The agency may opt to use their own staff or a private freight company. In any case, the agency must bear the transfer or shipping costs.

Fees for archival records storage

There are no fees assessed archival (permanent) records.

There are fees assessed for storage of current records (less than ten years old). These are current records and the State Archives purpose is to store inactive records. The fees are in line with those charged by other archival institutions and are subject to change.

Withdrawal of records

Requests for withdrawal of records are made through the State Archives reference and research area. Safeguards are taken to ensure that policies and procedures are followed for access to records. Records will only be released to the agency that created them (agency of origin), not a third party. The reference and research area is opened from 9:00 a.m. to 4:30 p.m., Monday through Friday, except state holidays. The telephone number is (303) 866-2358.