

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Centennial, Colorado 80112
Phone 720-250-1515
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Bill Ritter, Jr.
Governor

Major General
H. Michael Edwards
The Adjutant General

Policy Letter: DMVA 640-2

Subject: Personnel Archives

Effective Date: 1 August 2010

Summary: Provides Policy for Archive Requests

Applicability: All

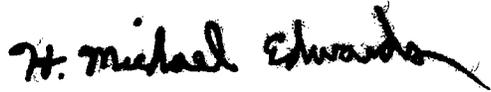
Staff Proponent: Resource Director

Supersedes: DMVA 640-2 dated 1 May 2003

1. CUSTOMER SERVICE HOURS: Tuesday & Thursday 0600 – 1500 MST
2. TURNAROUND TIME: All requests will be filled within 5 working days
3. REQUEST PROCEDURE:
 - a. Service Member Request: Service member submits a written and signed request for data. The request may be sent via e-mail to cindi.williams@dmva.state.co.us or faxed to 720-250-1589.
 - b. Next of Kin Request: Next of kin submits a written and signed request for data. The request must specify the relationship to Service Member. The request may be sent through via e-mail or faxed and must be accompanied by a death certificate.
 - c. COARNG & COANG Military Personnel Office: Anyone on the authorized list may request data by phone or in person. Personnel Office must submit a list of authorized individuals.
 - d. COARNG & COANG Recruiting: Anyone on the authorized list may request data by phone or in person. Recruiting Office must submit a list of authorized individuals.

- e. Outside Agencies: All outside agencies must submit a release form signed by the Service Member. The request may be sent via e-mail or faxed. Law enforcement officers and background investigators (agent or contract) must submit their badge number and a business card with their request.
 - f. Walk-in Requests: Service Members must show a valid picture ID to get access to their Data. All others must provide a signed release form and a photocopy of a valid picture ID with signature (i.e. Driver's License) from the Service Member. Law enforcement officers and background investigators (agent or contract) must submit their badge number and a business card with their request.
4. POC for this policy is the Resource Manager. All inquiries should be directed to 720-250-1511.

Official:



H. Michael Edwards, Maj Gen COANG
The Adjutant General

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