

# RECORDS MANAGEMENT SERVICES

## RECORDS CENTER STORAGE NON-PERMANENT (TEMPORARY) RECORDS

### Purpose of records center storage

The Colorado State Archives office has a limited amount of space available for the storing of non-permanent (temporary) records. These records must have a low retrieval or reference rate and be scheduled for destruction at a future date. Records must be scheduled before they will be transferred and space must be available. Records center storage differs from archival storage in that the records ultimately will be destroyed. A statewide overflow contract has been established to provide storage for temporary valued records.

### Transfer procedures

Requests for records center storage should be made as soon as the need is identified. The agency is to work through their designated records officer. The request can be in writing or the records officer may contact our office directly at (303) 866-4900. Once the transfer request is approved, the agency needs to ensure the following is done:

- 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) 321- 4164 or 800-685-7891 in state, FAX number (303) 331-9062. The product commodity number is 130-01-59-0010.
- The records need to be correctly listed on Public Records **E-Register** forms which are available at: <https://www.colorado.gov/pacific/archives/common-records-management-documents>. Contact the State Archives if you need assistance preparing these forms.
- The records officer must send to the State Archives the original + one copy of the Public Records E-Register form and a 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 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 records center storage/destruction

There are fees assessed for storage; and, also for destruction of non-permanent records. The fees are in line with those charged by other archival institutions and are subject to change.

### Notification of pending records disposition

Prior to the disposal of any temporary record stored at the State Archives a Notification of Pending Records Disposition will be sent to the agency records officer and/or division director after expiration of the records minimum retention period. Agencies must respond within 10 days to defer action if there is any reason why the authorized destruction should not take place. **NOTE: NO RECORD SHALL BE DESTROYED SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.**

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## **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 10:00 a.m. to 4:00 p.m., Monday through Friday, except state holidays. The telephone number is (303) 866-2358.