



COLORADO

State Archives

1313 Sherman St., Suite 120
Denver, CO 80203

Policy Change Re: Withdrawal of Records Held by the Colorado State Archives by Originating Agencies

Effective Date: June 30, 2015

- 1) After the effective date no individual files, boxes, microfilm rolls, nor any collection or portion of a collection may be removed temporarily or permanently from the State Archives.

- 2) All records deposited at the Archives are to be accessed in person in the Archives Research Room or by research request.

- 3) Exceptions to this policy may be requested in writing.
 - a) Exceptions will not be made for individual files, boxes, or portions of a collection.
 - b) Requests for withdrawal should include: reason for withdrawal, description of collection requested, and duration of withdrawal.
 - c) Requests should be submitted to the Archives at least 30 days prior to proposed date of withdrawal.
 - d) Exceptions will be accepted, if they are deemed beneficial to the preservation or public access of the records. Examples of temporary withdrawals **LIKELY** to be approved:
 - Digitization projects done in accordance with Archives' approved standards
 - Loans to peer institutions for educational purposes
 - Duplication of security microfilm rolls, to provide access copies



4) Any originating agencies planning to permanently withdraw records before the effective date must notify Archives staff of their intention to do so at least 30 days prior to the effective date.

a) A withdrawal date must be scheduled with State Archives before the effective date. (Note: The scheduled date may occur after the effective date, but scheduling must be done prior to the effective date.)

5) All temporarily withdrawn records not returned to the State Archives by the effective date will be deemed permanently withdrawn.

a) Such files remain eligible for deposit at the State Archives. However, these records will be subject to any accession policies. (Note: This means these permanently withdrawn records are NOT guaranteed to be accepted into the State Archives after the effective date.)