



COLORADO

State Archives

1313 Sherman Street, Suite 120
Denver, CO 80203

ARCHIVES – Preservation/Security Copy Format Policy

To: Depositing Agencies
From: Office of the State Archivist
Date: June 6, 2015

Effective July 1, 2015, preservation/ security copies of permanent records will not be accepted if submitted on any form of digital storage media to include: CDs (gold or otherwise), DVDs, optical disks, thumb drives, external hard drives, et cetera.

The purpose of preservation/security copies of permanent records is to have a disaster mitigation or back-up copy of materials in the case of an agency experiencing data loss, whether due to digital degradation/obsolescence, or natural or man-made disasters.

The responsibility of the Colorado State Archives, as custodian of preservation/security copies of permanent records for state governmental agencies, is to provide the preservation/security copy of deposited permanent materials when needed by an agency for data recovery purposes, or creation of access copies.

The Colorado State Archives cannot insure information stored on digital storage media will maintain its integrity past a standard usable lifespan of 2-5 years, without periodic migration and refreshment. In other words, we cannot guarantee the permanence of materials you seek for data recovery and/or creation of access copies if stored digitally and not maintained.

If your agency currently re-deposits materials on refreshed media every 2 years, we encourage you to migrate data to microfilm to minimize financial and staffing resources required to maintain the records. Our policy still applies: we will not accept any additional digital media on temporary formats, only on preservation/security microfilm.

Beginning July 1, 2015, the Colorado State Archives will only accept preservation/security copies of permanent records on silver halide microfilm/fiche.



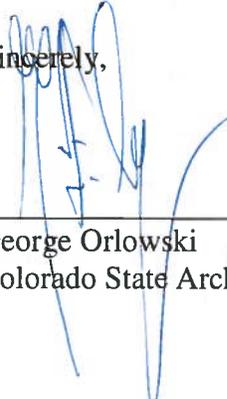
We respectfully request you perform the following steps:

1. Arrange a date and time to retrieve, or transfer to an approved reformatting vendor, your agency's non-analog materials.
2. If you wish to re-deposit with the Colorado State Archives, please have your agency's preservation/ security materials reformatted to our published micrographics guidelines available on our website at <https://www.colorado.gov/pacific/archives/archives-policies>.
3. If your agency chooses not to re-deposit with the Colorado State Archives, please notify us in writing at: Colorado State Archives, 1313 Sherman Street, Suite 120, Denver, CO 80203, ATTN: Kathy McCardwell. Please be advised that C.R.S. 30-10-407 specifically mandates that your agency is responsible for the long-term preservation and access of permanent records, whether deposited with the state archives or managed internally by your agency.
4. Please be advised that many of the records stored on these media contain personally-identifying information, and as such warrant secure destruction. A Records Destruction Form must be completed and returned to our office. The form is available at <https://www.colorado.gov/pacific/archives/common-records-management-documents>.
PLEASE DO NOT DESTROY ANY ORIGINALS IF YOU ARE DIGITIZING AS AN ACCESS STRATEGY! IF THE ORIGINALS HAVE ALREADY BEEN DESTROYED, PLEASE DO NOT DESTROY ANY LAST REMAINING COPIES!

We appreciate your understanding as we continue to bring statewide practices into compliance with industry-wide standards and best practices.

Please let us know if we can be of any further assistance, or if you have any questions or concerns. Thank you for your cooperation!

Sincerely,



George Orłowski
Colorado State Archivist