



COLORADO
State Archives



Collections Policy

First Choice for Service

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1. Introduction and Purpose

The Colorado State Archives (CSA) is mandated by *Colorado Revised Statute (CRS section 24-80-102(1))*, to be the “official custodian and trustee for the state of all records of whatever kind that are transferred to it ... from any governmental agency including any state agency and any office, department, division, board, bureau, commission, institution, or agency of any county, city, city and county, special district or other district in the state, or any legal subdivision thereof.”

CSA’s mission is to safeguard the administrative and documentary history of Colorado by managing, collecting, preserving and providing access to state and local government records.

This policy’s purpose is to explain CSA’s collection scope and priorities as well as inform the appraisal and accession of records transferred to the Permanent Archival Collections (defined below).

2. Responsibility

Responsibility for proper administration is mandated by *Colorado Revised Statute section 24-80-102(2) and (3)*.

Accession Committee

All records are assessed, appraised, accessioned or deaccessioned by a dedicated team of archivists and record managers at CSA, who formulate decisions based upon this policy.

State Archivist

The State Archivist provides final approval on incoming record transfers and deaccessions.

3. Interpretations

Accession - process of adding records to the collections

Appraisal - process of determining whether records are appropriate for the Archives’ collection due to its administrative, legal, historical or intrinsic value

Deaccession - process of removing records from the collections

Deed of transfer - contract between parties transferring rights and responsibilities of records

Document - text-based record, regardless of format

Historic value - records documenting unique or newsworthy events, or that demonstrate a combination of factors as determined by the State Archivist, which will be designated as permanent retention regardless of record type or group

Intellectual custodianship - stewardship of the informational content of records, including but not limited to access and publication rights, and authenticity

Micrographics - records existing on microfilm or microfiche

Permanent Archival Collections - records in the custody of State Archives that are accessible to the public subject to legal and administrative restrictions

Physical custodianship - stewardship of records, including but not limited to storage, security, preservation and organization

Records - information that documents and serves as evidence for an event, transaction, agreement, or decision

Retention - the period of time assigned to a group of records for how long they are to be kept, based on state and federal laws, regulatory and professional best practices, and business needs

4. Collections Scope and Priorities

CSA accepts records from all three branches of Colorado State and local governments: executive, legislative, judicial; as well as special districts.

When available, CSA collects records in their original form. Eligible records are those with permanent retention or historic value. Priority shall be placed on transfers of:

- complete collections
- continuations of record groups currently at CSA
- records open to the public

Acceptable record formats include but are not limited to: documents, digital files, ledgers, micrographics, maps, audio and video recordings, architectural plans, and photographs. CSA does not typically collect artifacts, newspapers or publications.

In general, and in accordance with statute, CSA does not collect records pertaining to the private lives of government officials, citizens or businesses. It shall be the practice of CSA to refer all such offers to an appropriate repository, with special consideration given to History Colorado.

5. Appraisal and Accession

Record transfer requests are reviewed and approved by the Accession Committee.

Collections created by the following Colorado entities are eligible for review:

- Agencies, offices and programs of state government;
- local governments such as counties and municipalities; and
- special districts.

In addition, records must be deemed ‘permanent’ according to a State Archives Records Management retention schedule or manual, or have historic value as determined by the State Archivist.

An approved collection must have a signed Deed of Transfer before accession. The deed of transfer is intended to acknowledge and document the transfer of physical and intellectual custodianship of records to CSA, in accordance with statute, and establish the terms of access.

CSA routinely reevaluates its collections and records will be deaccessioned if they no longer fit with CSA’s mission and policies. Deaccessioned records may be transferred to another institution or securely destroyed.

6. Other Policies

Other CSA Policies can be found on the [Colorado State Archives Website](#).

7. Review

This policy will be reviewed five years from the effective date by the State Archivist.

Responsible Party	State Archivist
Reviewed By	First Assistant Attorney General, Contracts and Procurement Unit, Office of the Attorney General; Deputy Executive Director of Operations of DPA
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