



COLORADO
State Archives



Research Room Policies

First Choice for Service

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1. Introduction and Purpose

The Colorado State Archives (hereafter referred to as “CSA”), as the official custodian of the State’s records in its holdings, provides public access to its collections as openly and efficiently as possible.

This policy’s purpose is to instruct patrons on the general rules for in-person visits to CSA’s public research room, as well as proper handling and reproduction of records.

2. Accessing Records

The building housing CSA’s research room is not open to walk-in visitors, and in-person visits must have an appointment. The building is secured and monitored by State Patrol.

In-person and remote access to all CSA records is facilitated by the submission of a formal request via the following methods:

1. Filling out the online records request form found at <https://archives.colorado.gov/request>
2. Mailed to the Research Room of the Colorado State Archives at 1313 Sherman Street, Room 120, Denver, CO 80203
3. Emailed to the Research Room of CSA at dpa_research@state.co.us
4. Phoned to the Research Room of CSA at 303-866-2358 during business hours

While there is no cost to view records in person, there are fees assigned per CRS 24-80-102 for reproduction of records. Visit CSA’s [current fee schedule](#) for more information.

Refer to CSA’s [Access Policy](#) for information regarding any access restrictions.

3. General Policies

The following rules are in place to protect and preserve records within CSA’s holdings.

- Pens, markers, or other permanent ink writing utensils are not permitted in the research room. Pencils are permitted and can be provided by staff.
- Personal items including purses, bags, cases, backpacks, briefcases, and coats must be stored in the free lockers provided by CSA.
- Cell phones and laptops are permitted in the research room with ringers and speakers set to silent. Please take calls in the hallway so as to not disturb other researchers.
- No food or drink is permitted in the research room.

- Records are to be handled with care and not be leaned on, written on, folded, traced over, or otherwise handled roughly. Laptops or personal items should not touch the records. All records are to be kept in their original order. Staff will provide gloves to be worn if necessary.
- All materials are to remain on the tables in full view. Records are never to leave the research room with anyone other than staff. Theft or mutilation of records is a crime, and CSA will record and report to State Patrol any suspected activity. Belongings may be examined upon arrival or departure by staff and/or State Patrol if necessary.
- At most, staff will hold requested records in the research room for 30 days unless a need for more time is communicated. Staff reserves the right to place limits on research assistance if the volume exceeds staff capacity. In such cases, staff will work with patrons to find a suitable solution.
- Staff are unable to interpret records or offer opinions on their content.
- Staff will provide records in their entirety, not just selected portions. (For example, if a court case is requested, the entire court case will be provided, not just select pages of testimony).
- Staff will not provide legal advice or interpretation.

4. Electronic Equipment

Computers and cameras are allowed with the prior approval of staff. Flatbed scanners are available for patron use for a fee. Any person or organization wishing to use their own scanner or other electronic equipment must have prior approval from the State Archivist or Research Room Supervisor. Staff reserves the right to discontinue personal equipment use if records are being mishandled or are in danger of damage.

- Cases must be left in a locker
- Scanners with feeders or hand held scanners are not allowed.
- Digital cameras, including cell phone scanning applications, are allowed with the flash disabled.

5. Preservation

CSA's mission is to balance preservation of records with the need for access. With that in mind, staff reserves the right to withhold access to an original record if a photocopy, scan, or microfilmed copy is available.

Staff will determine if a record can be safely reproduced by a patron. Some records require staff assistance for reproductions. If a patron requests an item that cannot safely be duplicated or

digitized in-house, CSA will work to determine another point of access if possible. Staff reserves the right to deny reproduction if irreparable damage to the original record may occur.

6. Privacy

Staff will not share a patron's name or contact information unless required by law, a subpoena, or a court order. Staff will also not indicate whether a particular record has been requested before.

Staff will not share a patron's name or contact information unless required by law, subpoena, or court order, and will also not indicate whether a particular record has been requested before.

7. Accessibility

CSA is committed to providing access to archival records for all its patrons. Individuals with a disability who require accommodations to utilize CSA services are encouraged to indicate their need when submitting [a formal records request](#) or by [contacting CSA directly](#).

8. Media and Publications

Media requests concerning CSA are directed to the Department of Personnel and Administration's [Public Information Officer](#) (PIO). Should a member of the media require standard research services, they are subject to the same policies, procedures, and fees as any other patron.

Prior written approval of the State Archivist is required for publishing records in any format. CSA requires that any records reproduced from its material be properly credited upon publication or broadcast.

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