



COLORADO
State Archives



Security Copies Policy

First Choice for Service

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1. Introduction, Purpose and Authority

State and local government entities that wish to maintain intellectual custody and access rights to records may deposit security copies with the Colorado State Archives (hereafter referred to as “CSA”). Security copies transferred to CSA are part of its security copies program, a subset of CSA’s Records Center. This policy’s purpose is to explain the rules for the security copies program of CSA. This policy defines what records are eligible for transfer and establishes standards for access and withdrawals.

The Colorado State Archives has the authority to operate a Records Center by Colorado Revised Statutes (“C.R.S.”) §24-80-102(1.5)(b).

2. Interpretation

“Security copies” are back-up copies of original records that meet all legal and authenticity requirements to replace an original. Security copies can be of permanent or temporary retention; and exist as microfilm, microfiche, or digital back-ups.

3. Eligibility Requirements

CSA will accept security copies from state, local, and municipal government offices and special districts.

CSA will not accept security copies stored in non-permanent mediums, including but not limited to CDs, DVDs, optical disks, thumb drives, and external or internal hard drives. CSA reserves the right to accept or reject security copies in a format that is incompatible with preservation standards.

4. Transfer of Security Copies

Any security copies created by state, local, and municipal government offices and special districts are eligible for transfer to CSA under the security copies program. CSA will review any transfer requests per an [application for deed of transfer](#) and will require a signed deed of transfer prior to delivery of approved security copies. Security copies delivered to CSA without prior approval will be returned to the sender.

5. Retention and Destruction of Security Copies

Security copies with temporary retention per CSA’s retention manuals will be retained until their retention period has been met, at which point the records will be deleted if digital or returned to the creating office (microfilm or microfiche). Prior to any destruction or mailing of records, CSA will attempt to contact the creating government office with notification. If a response is not received within 60 days of notification, the records will be securely destroyed or returned to the creating office.

6. Public Access to Government Records

Since security copies are back-up copies of original records that have been sent to CSA for storage only, access to these records can only be provided to the creating office. If a request for a security copy is made by a party that is not the creating office, CSA will refer the requester to the creating office.

In order for copies of security microfilm and microfiche to maintain long-term preservation standards and legal authenticity, the requested record can only be accessed by making a full copy of the original film. Should the security copy exist in a digital format, a physical copy will not need to be made.

7. Withdrawals

CSA requires that requests for all temporary and permanent withdrawals be submitted no later than 30 days prior to the desired withdrawal date and be submitted using the request process outlined in CSA's Access Policy.

7.1 Temporary Micrographic Withdrawals

Requests for temporary withdrawal of micrographics cannot exceed 50 rolls per requester at one time and each roll will be charged a withdrawal fee. CSA will not process additional temporary withdrawal requests for a requester until the previously withdrawn rolls are returned to CSA and quality checked by CSA staff.

7.2 Permanent Micrographic Withdrawals

CSA will process requests for permanent withdrawal of micrographics for any amount of rolls at one time. Security checks do not apply to permanent withdrawals, and CSA cannot guarantee physical quality or legal authenticity of the rolls. Micrographics that are permanently withdrawn are not eligible for redeposit to CSA.

7.3 Permanent Digital Withdrawals

CSA will not charge fees for the withdrawal and will update ongoing billing invoices at the first billing cycle after the withdrawal.

8. Fees

CSA charges fees for services pursuant to § 24-80-102(1.5)(b), C.R.S. and § 24-80-102(10)(a), C.R.S. and can be viewed on [CSA's current fee schedule](#).

8.1 Micrographic security copies

CSA will charge a fee for pulling requested security copies or for temporary withdrawals. Third party fees incurred to copy film will be the responsibility of the creating office.

8.2 Digital security copies

CSA will charge depositing entities an ongoing fee for the cost of maintaining the digital records including preservation, access, legal authenticity checks and destruction or transfer (if applicable).

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