



COLORADO

State Archives

1313 Sherman Street, Suite 120
Denver, CO 80203

Accession Number

Collection Name and Number

For CSA internal use only

Transfer Request Form for Government Entities

Contact information

Name

Position

Email

Agency/Office

Division

Program

Description of records to be transferred

Type of information found in these records

Who created the records?





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Are there any restrictions on the records (legal or otherwise)?

What format are the records? (eg: loose papers, PDF files, audio cassette tapes, black and white photographs, ephemera, etc)?

How large is the record group (in linear feet, box count or gigabytes)?

Have these records been digitized? If yes, are they publicly available?

Is there anything else you wish to share regarding the records?





Appraisal and Acquisition Checklist

Accession Number: _____

Collection: _____

Date: _____

	Yes	No	Need additional information
1. Are the records compliant with Colorado Revised Statute 24-80-101?			
2. Are the records designated for permanent retention?			
3. If the records are not designated for permanent retention are they included in the donating agency's retention schedule?			
4. Do the records represent a complete collection?			
5. Are the records part of an existing CSA collection?			
6. Are the records in an archival format?			
7. Are the records available in other formats?			
8. Are the records in a condition that will enable preservation?			
9. Is there a potential negative fiscal impact associated with accessioning the records? a. Have all potential positive/negative fiscal impacts been considered and are they acceptable?			
10. Are there legal considerations regarding these records? Restricted, permanently closed, sensitive information (PII). a. Are these records free from all legal restrictions regarding access? Are the records restricted, permanently closed, or contain sensitive information (PII)?			

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	Yes	No	Need additional information
11. Are the records in a state that will enable transportation to and processing by Colorado State Archives?			
12. Do the records support the mission of Colorado State Archives? (Safeguarding the administrative and documentary history of Colorado by managing, collecting, preserving and providing access to state and local government records.)			
13. Do the records have informational, historical, legal, evidentiary or intrinsic value to researchers?			
14. Are the records no longer used or needed for everyday operation of the donating agency?			
15. Do we expect to receive additional records related to this accession in the future?			
16. Accession approved?			

Notes and feedback from CSA