



COLORADO
State Archives



Withdrawal and Temporary Loan Policy

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 and trustee of the State’s records in its holdings as set forth at § 24-80-102(1), C.R.S. (the “Custodian”), provides public access to its collections as openly and efficiently as possible.

The majority of records transferred to CSA are part of the Permanent Archival Records Program. All records in this program are under the custodianship of CSA, and CSA is responsible for maintaining authenticity and security of the records and for all costs associated with storage, management, preservation, conservation and access.

This policy’s purpose is to inform government entities of CSA’s relevant rules and regulations regarding withdrawal or loan of records once they have been permanently transferred to CSA’s custody.

Records may not be removed from CSA facilities for any reason not outlined in this policy.

2. Interpretation

“Record creator” refers to the office or government entity that originally created the records.

“Record series” are a group of similar records with the same theme such as financial records, correspondence, or project files.

“Loans” are the temporary removal of records for the purposes of educational projects such as exhibits, displays, special events or outreach. CSA remains the legal custodian of records.

“Withdrawals” are the permanent removal of records from the permanent collections at the State Archives. Legal custodianship is returned to the record creator.

“Digitization projects” are projects where CSA will send records to a digitization vendor at the request of the record creator to create copies for the purpose of internal access. CSA remains the legal custodian of records.

3. Withdrawals

In rare instances, record creators may permanently withdraw records from CSA with explicit approval from the Acquisition Committee and State Archivist. Examples of approved withdrawals may include, but are not limited to, a statutory obligation, benefit to the integrity of the collection, or improved access of the record.

Only complete record series can be permanently withdrawn - no individual items, files, folders, boxes or ledgers. Once withdrawn, CSA is under no obligation to accept these records back into the CSA Permanent Archival Collections. Physical and intellectual rights will revert to the record creator, and CSA will no longer be responsible for the costs or responsibilities associated with managing, storing, preserving, or providing access to the records.

Withdrawal requests must be made 60 days in advance through the submission of a Permanent Withdrawal Request Form. Records stored at offsite storage locations may require additional time. Withdrawal requests will be considered on a case by case basis and reviewed by the Acquisition Committee and State Archivist. If approved, a signed Deed of Transfer will be written and signed by CSA and the record creator.

Withdrawal requests may be denied by the Acquisition Committee or State Archivist if withdrawal will limit the record's accessibility or other determining administrative or legal factors. Records of historical importance, as determined by the State Archivist, are not eligible for withdrawal.

4. Loans

Requests for the loan of records will only be granted for educational projects such as exhibits, displays, presentations or special events. Loan requests will be considered on a case by case basis.

Loans may be granted for a few hours, up until one year, with the opportunity to renew. Records will not be loaned out to private citizens or businesses. Requests must be made 60 days prior to the anticipated start of the project and will be reviewed by the Acquisition Committee and State Archivist.

A written, outgoing loan agreement must be written and signed by CSA and the lendee, which will cover at a minimum:

- Duration of loan
- Terms of use
- Location of record during loan period
- Insurance, and proof thereof
- Preservation and/or conservation of the record
- Storage and handling conditions
- Security
- Access
- Recognition of Colorado State Archives as the custodian
- Condition report of the record(s)

5. Digitization Projects

Record creators may request to have records in the custody of CSA digitized by a third party for their internal use.

This policy outlines the rules and responsibilities for a record creator requesting a third party to digitize records. CSA reserves the right to decide whether a digitization project falls within this policy. If a digitization project request is denied, record creators can make a request for access through CSA's research room per the [Research Room Policy](#).

Records must be shipped directly between CSA and a preapproved digitization vendor. All scanning must be done in accordance with CSA guidelines for digitization. Digitized files will first be sent to CSA, who will retain copies for preservation and access. CSA will then send copies to the record creator to be used by their internal staff only; they are not to be shared, published or made publicly available. Any other parties who wish to see these records must contact CSA.

A maximum of 5 boxes may be sent to the vendor at a time. A service fee will be charged to offset the cost of shipping and handling. The next batch of 5 boxes will be sent once the first batch has been returned and checked for quality by CSA staff.

Third party digitization costs will be paid directly to the vendor by the record creator.

6. Security Copies Withdrawals

See the [Security Copy Policy](#).

Responsible Party	State Archivist
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