

# STATE OF COLORADO

## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Bill Ritter, Jr.  
Governor

Major General  
H. Michael Edwards  
The Adjutant General

**Policy Letter:** DMVA 640-1

**Subject:** Personnel Archives

**Effective Date:** 1 August 2010

**Summary:** Provides Policy for Archives

**Applicability:** All

**Staff Proponent:** Deputy Director

**Supercedes:** DMVA 640-1 dated 1 January 2008

### Archives Policy

**1. General:** State law [CRS 28-3-106 (I)] requires the Adjutant General to maintain and store the papers and records of the Department. This is limited to the backup personnel files, military orders, State Accounting Records and other State records. Federal pay records, accident reports or other documents that federal regulations mandate for storage which are currently stored in the archives will be maintained until they meet the maintenance requirements for disposal or transfer to State Archives. Maintenance and storage of federal records remains a federal responsibility.

### 2. Record Maintenance Requirements:

A. Backup Personnel Files (Military 201): Will be maintained for individuals not older than 65 years of age. Once the individual achieves 65 years of age his or her record will be transferred to State Archives. Files will be purged at the beginning of each calendar year and subsequently transferred to State Archives. Current Army 201 Files are all on IPERMS and current and former members of the Colorado Army National Guard can access their records on-line. Those who can not access their files on-line need to make arrangements with the Army Guard Military Personnel Office (MILPO) to access their files.

B. Army and Air National Guard Orders:

**Army:** All Army orders are currently put on IPERMS. See A. above for access to IPERMS. All Army orders that are sent to Archives must be in electronic format. If hard

copy orders can't be scanned into electronic format, on an exception basis only, they must be boxed and sent to Archives but only after prior approval by the Archivist.

**Air:** All Air orders that are sent to Archives must be in electronic format. If hard copy orders can't be scanned into electronic format, on an exception basis only, they must be boxed and sent to Archives but only after prior approval by the Archivist.

**Disposition:** Hard copy or electronic format orders are maintained for 40 years. At the end of the 40-year period they will be transferred to State Archives. Orders will be purged at the beginning of each calendar year and subsequently transferred to State Archives.

C. DA Form 1/1379/Air National Guard Pay Records: Records will be maintained for 40 years. At the end of the 40-year period they will be transferred to the State Archives. Records will be purged at the beginning of each calendar year and subsequently transferred to State Archives.

D. State Construction Files: Files will be maintained 25 years after the close of the fiscal year then destroyed.

E. State Accident Reports: Will be maintained 10 years and then destroyed.

F. State Financial Records: Will be maintained for 7 years after the close of the fiscal year then destroyed.

G. State Legal Files: Will be maintained 7 years then destroyed.

H. State (DMVA) Accounting Records: Will be maintained for 5 years after the close of the Appendices for the Cooperative Agreement then destroyed.

### **3. Procedures for Submitting Items to be Stored in the Department's Archives.**

A. Coordination with the Department Archivist at 720-250-1560 is required prior to any boxes being transferred to the storage area. There are no exceptions to this policy.

B. Documents will be placed in "High Mark" Economy Storage Boxes 777 which are 10"X12"X15" in dimension.

C. Boxes will be labeled with the contents and the destruction or transfer date.

D. Individual sections/agencies are responsible to place boxes in the storage area designated by the Department Archivist.

E. Electronic format information will be provided on CD, in a jewel box, with clear labeling as to contents. Each CD will contain an Index showing the contents of the CD.

### **4. Procedures for Recovering Items Stored in the State Archives.**

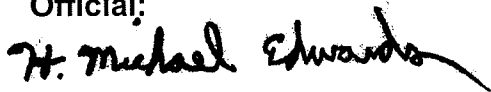
A. Individuals seeking records per DMVA Policy Letter 640-2 for service members whose records have been deposited in the State Archives must contact the Department

Archivist to obtain any available records location information (box number, etc.).  
Individuals will then be directed to the State Archives where they can request the data.  
Requestors will be solely responsible for the fees associated with State Archive requests.

**5. Archive Priorities.**

- A. Customer Service.
- B. Update and maintain record database.
- C. Prepare and transfer old records to State Archives.
- D. Bind Orders.

Official:



H. Michael Edwards, Maj Gen COANG  
The Adjutant General

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