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<http://www.doa.state.wi.us/deo/index.asp>

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## Announcement: FY09 State Records Center Rates

**Effective: November 1, 2008**

**Destroy Date: June 30, 2009**

State Records Center rates will remain the same in FY09. Use of the State Records Center remains an excellent value for storage of semi-active and inactive state records that must be retained. It is estimated that state agencies can save on average \$14.62 per year for each one cubic foot of records compared to the cost of storing these records in Class A office space. Even higher savings are possible if records are stored in less efficient types of filing cabinets.

Storage of microfilm and electronic media at the State Records Center should be part of each agency business resumption/disaster recovery plan. In particular, dispersal of electronic media minimizes the risks associated with losing information or the costs associated with potentially expensive re-creation of lost information.

UW-Madison Materials Distribution Service (MDS) sells Records Center cartons. See the office section of the current catalog or call MDS at (608) 497-4400. The MDS web address is <http://www.bussvc.wisc.edu/mds/mds.html>

The State Records Center uses a records management software product called Versatile. Versatile manages the interaction between retention schedules (RDA's) and the inventory of records (paper, microfilm, and electronic) stored at the Records Center. Training sessions are offered to help state agency staff gain a better understanding of the records management software. A web interface to Versatile is also available. Contact us for information on how you can begin using this service.

As further vendor enhancements to the records management software become available, these features will be announced. You can also contact the DOA Records Management Section for dates, times and locations of this training. In addition "hands on, one-on-one" training and technical support will be provided to those interested in using the advanced features of the software.

A large amount of records related information is available on the DOA Internet site, <http://www.doa.state.wi.us>. Once at the site, go to "Public Records" and select "State Records Center" for detailed information on records center operations. DOA also supports the Public Records Board. This board has statewide responsibility for records management. Information about the Board as well as other material on records management is also available at the "Public Records Board" link which is also located under "Public Records."

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Group tours of the State Records Center for current and new customers are also available. Customers with questions are encouraged to contact the identified staff:

For questions about the State Records Center: Larry Stanczyk, Supervisor, State Records Center, at (608) 264-9506 or e-mail at [Larry.Stanczyk@Wisconsin.gov](mailto:Larry.Stanczyk@Wisconsin.gov)

For questions about Versatile Enterprise and web access and general questions about records management: Harold Coltharp, Section Chief, at (608) 266-2770 or e-mail at [Harold.Coltharp@wisconsin.gov](mailto:Harold.Coltharp@wisconsin.gov).

### **FY09 Storage Rates**

<b>Cost Category</b>	<b>Rate</b>
Records Stored in Boxes	\$0.29/1.2 cu. ft./month
Records Stored in Open Shelves	\$0.83/36 lineal filing inches shelf/month
Tapes/Cartridges	\$0.12/tape/month
Cases of Tapes/Cartridges	\$0.60/case/month
Microfiche or Aperture Cards (Tub)	\$0.12/month
Reel Microfilm	\$0.12/month
File Level Storage	\$0.02/file/month

Note: There is no charge for pickup of records or authorized destruction based on approved RDA's. The standard Records Center box is 1.2 CF. Pricing for other allowable box sizes is based on their size relationship to the standard box. Nonstandard boxes, if accepted, will be designated an odd size box and subject to higher storage charges. Contact the Records Center for more information.

### **FY09 Service Rates**

<b>Cost Category</b>	<b>Rate</b>
Record Retrieval (Paper, Microforms, Electronic Media)	\$2.50/record
Record Return to storage (Paper, Microforms, Electronic Media)	Included in above
Computer Tape or Cartridge Case Retrieval	\$3.05/case
Computer Tape or Cartridge Return to Storage	Included in above
Box Retrieval	\$3.05/box

**FY09 Service Rates (continued)**

<b>Cost Category</b>	<b>Rate</b>
Box Return	Included in above
Interfiles (add files to existing inventory)	\$2.75/record
Confidential Destruction-Paper (Boxes/materials not in inventory)	\$2.80/box
Bulk Service-Confidential Destruction-Paper (includes container and pallet) Note: Service limited to facilities with accessible loading dock	\$45.00/pull
Witnessed Destruction-Paper Onsite Note: 500 # minimum-\$0.18 per #	\$90.00/500 lb*
Confidential Destruction-Microfilm/Electronic records	\$0.50/lb.
File Level Data Entry	\$1.10/file
Hourly Rate-Special Projects-Not Consulting	\$18.90/hour
Self Service Copy of Record (1 <sup>st</sup> 5 are free)	\$0.10/copy