

Topic: Destruct of Non-Paper Records & Electronic Media

Media we can process	Media we cannot process
<ul style="list-style-type: none"> • CD's • Microfilm/Microfiche • VHS Tapes • 16 & 35mm Tapes • X-Rays & Negatives • Floppy Discs • Optical Discs 	<ul style="list-style-type: none"> • Hard drives • Media containing glass • Ink • Hazardous Materials • Plaques / Metals • Flash drives

For media not listed on the above table, call the State Records Center (SRC) Supervisor at (608)264-9506. All non-paper records and electronic media stored at, or brought to, the (SRC) are destroyed in a confidential manner. The non-paper records and media are maintained in a secure storage area until a sufficient quantity is ready for recycling.

Confidential Disposal

State Records Center Pick-up

The SRC can pick up boxes of non-paper and electronic media for confidential destruction from your office as long as you are in the City of Madison. Non-paper and electronic media must be boxed separately from paper records, but paper destroy and media destroy boxes can be picked up at the same time. The pickup charge for media destroy is \$2.80 per box plus an additional charge of \$0.50 per pound recycling charge. The \$0.50 per pound charge applies to pickups and deliveries. You can use any secure box (i.e. copy paper box) that meets the following requirements:

- Boxes must weigh 30lbs. or less.
- Boxes must be covered, taped shut, and labeled "Secure Media Destroy"

To request a pickup of media destroy follow these steps:

- a. Login on to the DOA website, www.doa.state.wi.us
- b. Under the "For State Employees" menu click "Record Center"
- c. In "Quick Links" click on "Forms"
- d. Complete the appropriate sections of form **DOA-3808, Inventory Pickup Request**. Follow the form instructions and email the completed form to: DOADEORecordsCenter@Wisconsin.gov

State Records Center Delivery

You can avoid the pickup charge (the \$0.50 per pound recycling charge still applies) by delivering the boxes to the SRC at:

4622 University Ave. Door 10A
 Madison, WI. 53705

Delivery hours are M – F, 8:00am to 11:30am and 12:30 to 3:30pm. Call (608) 266-2995 or e-mail DOADEORecordsCenter@Wisconsin.gov, to set up a delivery time.