

**Topic: Destruction of Paper Records**

All paper records stored at, or delivered to, the State Records Center (SRC) are destroyed in a confidential manner. Records stored at the SRC are processed per the terms of their approved Records Disposition Authorizations (RDA) during one of two destruct cycles each year. The paper destroy boxes are placed on skids and loaded on a confidential destroy trailer. The trailers are sealed, tagged and transported to Fort Howard Corporation in Green Bay for certified destruction.

**Non- Witnessed Confidential Disposal**

State Records Center Pick-up

The SRC will pick up boxes of paper for confidential destruction from your office if you are in the City of Madison. Paper records must be boxed separately from non-paper/electronic media, but paper destroy and media destroy can be picked up at the same time. The pickup charge for paper destroys is \$2.80 per box. You can use any secure box (i.e. empty copy paper box) that meets the following requirements:

- Boxes must weigh 30lbs. or less (about 6 reams of copy paper)
- Boxes must be covered, taped shut, and labeled “Confidential Destroy”
- You do not need to remove staples or paperclips from the records

To request a pickup of paper, destroy boxes follow these steps:

- a. Login on to the DOA website, [www.doa.state.wi.us](http://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 section of form **DOA-3808, Inventory Pickup Request**. Follow the form instructions and e-mail the completed form to: [DOADEORecordsCenter@Wisconsin.gov](mailto:DOADEORecordsCenter@Wisconsin.gov)

State Record Center Drop-Off

You can avoid the pickup charge 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 12:30pm to 3:30pm. Call (608) 266-2995 or e-mail [DOADEORecordsCenter@Wisconsin.gov](mailto:DOADEORecordsCenter@Wisconsin.gov), to set up a delivery time.

## Witnessed Confidential Disposal

The Records Management Section has a contract with Iron Mountain, which allows us to provide an Witnessed Confidential Destroy Services. Confidential records can be destroyed while a member of your staff and/or a SRC staff person observes.

### Process & Fees:

1. There is a pickup charge of \$2.80 per box if SRC staff picks up the boxes for witnessed destruction from your office. Follow the steps on page 1 for 'State Records Center Pick-up' to schedule pick-up of the boxes. Add a specific note to the email that you need the destruction of the boxes to be witnessed.
2. Witnessed Confidential destroy fees are, a fuel service charge plus \$.21 per pound
3. The SRC will order the service, pay the vendor, and in turn bill you for the charges.
4. The vendor will provide a certificate of destruction, documenting that the identified materials were destroyed, and the date of destruction.
5. Your staff or the SRC staff will sign the certificate as a witness that the materials specified have been destroyed. You will receive a copy of the certificate.

If you have questions call (608) 266-2995, e-mail [DOADEORecordsCenter@Wisconsin.gov](mailto:DOADEORecordsCenter@Wisconsin.gov), or contact the State Records Center ICC Supervisor at (608) 264-9506.