**Records Management Section Fact Sheet #4 November 2021**

**Topic: Destruction of Paper Records**

All paper records stored at, or brought to, the State Records Center (SRC) are destroyed in a confidential manner. Records stored at the SRC are processed per the terms of approved Records Disposition Authorizations (RDA) during one of two destruct cycles each year. Bi-annually a Destruct Report is sent to your agency Record Officer for review and authorization to destroy records that have been stored at the SRC and have met the retention requirements for their specific RDA. Upon receipt of the authorized report at the SRC all approved boxes and their contents are confidentially destroyed. Complete Destruct Reports must be authorized by and returned by your agency Record Officer. Partial reports from division personnel will not be accepted.

The records are maintained in secure storage areas, until enough skids are obtained to fill a semi-trailer. The trailers are sealed at our loading dock and are not opened until the load reaches its destination at the Fort Howard Corporation in Green Bay, Wisconsin. There the paper is shredded, and the fiber recycled into toweling and tissue products. Fort Howard processes each load of paper and provides a certificate of destruction for each trailer load. Per the terms of our contract, Fort Howard must notify us if any paper cannot be utilized. To date, this has never happened.

Always check your RDAs to verify if the record in question must be destroyed confidentially or not and if you have met the proper retention requirements. If you are not sure, contact your agency Record Officer.

**Non-confidential Disposal**

Paper can be placed in the "paper only" collection basket used for office paper waste. This paper will be recycled and makes its way to Fort Howard Corporation via a transfer station that is operated by the state’s designated paper hauler. There is no assurance of confidential handling, and no certificate of destruction is available.

**Non- Witnessed Confidential Disposal**

**State Records Center Pick-up**

The SRC can pick up boxes for confidential destruction from your office if you are in the Madison Metro area. These boxes are picked up by SRC personnel, staged in a secure area, and ultimately handled in the manner described above for materials stored at the SRC. There is a charge of $3.92 per box for this pick-up service. Rates may change each July 1st. Destroy box pickups should be requested by following the steps below.

Follow these steps:

* 1. Login on to the DOA website, www.doa.state.wi.us
  2. Under the “For State Employees” menu click “Record Center”
  3. In “Quick Links” click on “Forms”
  4. Complete the appropriate section of form **DOA-3808, Inventory Pickup Request**.
  5. Follow the form instructions and email the completed form to the address listed below.

Any secure box (i.e., empty copy paper boxes) can be used for destroying boxes if they meet the requirements listed below:

1. Box(s) must weigh less than 30 pounds;
2. Box(s) must be covered;
3. Box(s) must be taped shut;
4. Box(s) must be clearly labeled “Destroy.”

**State records Center Drop-Off**

You can avoid the pickup cost by simply delivering the boxes to our location at 4622 University Ave, loading dock. Call our order desk ahead of time and tell them what date, approximate time, and how many boxes you will be bringing, 608/266-2995. The same box requirements apply as listed above.

If you have further questions call or email the SRC Order Desk at (608) 266-2995, [DOADEORecordsCenter@wisconsin.gov](mailto:DOADEORecordsCenter@wisconsin.gov), or the State Records Center Supervisor at (608) 264-9506.