

Topic: Using the State Records Center (SRC) from Outside the City of Madison

The SRC does not provide pickup or delivery services outside the City of Madison. However, there are several alternatives to moving records between the SRC and outlying areas.

For Delivery of Records to the SRC

We recommend using United Parcel Service (UPS) for up to 10 boxes. For more than 10 boxes customers use commercial carriers such as Spee-Dee, Grabel, or Two Men and a Truck. Some agencies have internal truck routes they use for shipments to the SRC; check with your agency Records Officer to see what options are available. Follow the instructions on the Label & Pickup Procedure sheet that arrived with the box labels and transmittal to notify the SRC of your impending shipment. (Contact information is included at the bottom of this fact sheet.) New or returning boxes must have an SRC barcoded label; boxes without the SRC label will be returned. Instruct drivers they are responsible for unloading shipments using the SRC loading dock Door 4638 in the rear of the building. Dock hours are from 8:00 am to 11:30 am and 12:30 pm to 3:30 pm, Monday through Friday.

Our address for shipping is:

State Records Center
Department of Administration
4622 University Ave., Door 10A
Madison, WI 53705

For Retrieval of Records from the SRC

Agencies must make their own arrangements to ship requested records to offices outside the City of Madison. If there is no prior arrangement, the customer must supply an agency contact within the Madison area for delivery of the records. Once the local agency contact receives the record from the SRC, they are responsible for forwarding the record to the original requestor.

Costs

The cost of getting materials to and from the SRC is the customers' responsibility. The fee to order a file is \$4.03/ each and the fee for a box is \$4.91/ each. The confidential destruction of records at the end of the established retention periods will be done at no additional cost for all records already at the SRC.

If you have questions, call, or email the SRC Order Desk at (608) 266-2995, DOADEORecordsCenter@wisconsin.gov.