

Topic: Destruct of Non-Paper Records & Electronic Media

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

For media not listed in the above table, call the State Records Section Chief at 608-266-1597.

All non-paper records and electronic media stored at or brought to the State Records Center (SRC) are destroyed confidentially, with the exceptions listed in the table above. Records stored at the SRC are processed per the terms of approved Records Disposition Authorizations (RDAs) during one of two destruct/transfer cycles each year. Twice a year a report of all inventories eligible to be destroyed or transferred will be sent to your agency record officer for review and authorization to dispose of records that have been stored at the SRC and have met the retention requirements. Official authorizations must be approved by and submitted by your agency record officer. Always check your RDAs to verify if the record in question must be destroyed confidentially and if it has met the proper retention requirements. If you are uncertain, contact your agency record officer.

Non-confidential Disposal

If the appropriate destruction of a non-paper record or electronic media does not have to be confidential, you should contact your agency Record Officer for options within your agency.

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 if you are in the City of Madison. Non-paper and electronic media must be boxed separately from paper records, but they can be picked up at the same time. 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 fee of \$4.51 per box plus an additional \$0.50 per pound charged for the pick-up service. Rates may change each July 1st. Destroy box pickups should be requested using the steps below.

Follow these steps:

- Login to the [State Records Center](#) site
- In “Quick Links,” click on “Forms.”
- Complete the appropriate section of form **DOA-3808, Inventory Pickup Request**.
- Follow the form instructions and email the completed form to the address listed below.

Any secure box (e.g., empty copy paper boxes) can be used for destroy boxes as long as they meet the requirements listed below. Paper and non-paper should be in separate boxes and labeled accordingly:

- Box(es) must weigh no more than 30 pounds.
- Box(es) must be covered and taped shut.
- Box(es) must be clearly labeled "Destroy."
- Box(es) must be clearly labeled "media" to denote that the contents are not standard paper records.

State Records Center Drop-Off

You can avoid the pickup cost by simply delivering the boxes to our loading dock at 4622 University Ave. Call ahead of time to schedule a delivery at 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.