

Topic: Required State Records Center Storage Cartons

The State Records Center (SRC) requires a specific type of heavy-duty storage carton be used by its customers. When sending boxed records to the SRC customers must use the approved size described below. SRC shelving throughout all our warehouse facilities are designed to accommodate these cartons. Customers that have materials that will not fit within this approved carton must contact the SRC Supervisor at (608) 575-0192 to discuss alternatives. Any exceptions must be approved in advance by the SRC Supervisor. Cartons must be ordered through the Bureau of Publishing and Distribution (BPAD) or Document Sales.

Approved Carton/Box Type

'A' Carton/Box Dimensions: 12" W by 15" L by 10" H, with folding top

This box provides 1.2 cubic foot of storage capacity. Letter size records fit from front to back, legal size records fit sideways.

Bundle of 10 Cartons \$22.10

How to order Cartons/Boxes

To order from BPAD or Document Sales, follow these steps:

1. Submit an order through the Bureau of Publishing and Distribution:
<https://wisconsin.rocsoft.com/open/login>

Note: Customers will need to create an account and log in.

Once logged in, at the top, in the search for items bar, type box into the search bar, and hit enter to conduct a search for that item. This will bring you to one item, Record Center Boxes (Bundle of 10). Click anywhere on the item and that will bring you to the item page for Record Center Boxes.

2. Add bundle to cart, make sure quantity is correct. Any special instructions if needed, update card. Once cart is updated, click on cart in the upper right corner.
3. Check out page:
 - a. Ensure shipping address is correct, if not change address to where you want your boxes shipped to.
 - b. Choose Ship date (Allow for two business days)
 - c. Choose Shipping method (Ensure you pick the right method that is approved for your department)
 - d. Double check, check out page, click continue at bottom of page.
4. Payment page:
 - a. Ensure billing address is correct
 - b. Payment and account codes, enter your General Services Billing Use Code (GSB USE CODE)
 - c. If billing is split, the percentage being split
 - d. Click add more and enter the GSB Use Code and the remaining percentage.

- e. Total split Percentage should equal 100%
 - f. Click continue
- 5. Review page:
 - a. Enter order name
 - b. Ensure Shipping, Billing, and Payment Method are correct
 - c. Click complete your order

You will get a conformation email and an email stating your order is complete and has shipped or is ready for pickup.

Publishing and Distribution Customer Service Line (608) 243-2404
doapublishing@wisconsin.gov