

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) 264-9506 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 Types

'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 Item # 166D \$17.35

Bundle of 25 Cartons \$43.38

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. On the left side enter the text "Box" in the search text field and click the search button. Clients using this site will be required to use a **GSB USE CODE** for purchase.

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

2. Submit an order through Document Sales: <https://docsales.wi.gov/>

Key "Boxes" in the Search field and press Go.

Document Sales and Distribution (608) 243-2441
doadocumentsalesinformation@wi.gov.

3. Place an order in person at Document Sales:
2310 Darwin Rd. Madison, WI 53704-3108
Hours: 7:45 a.m. – 4:30 p.m., Monday through Friday

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