

Topic: Destruction of Paper Records

All paper records stored at, or brought to, the State Records Center (SRC) are destroyed confidentially. 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.

Records are maintained in secure storage areas until there is enough 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 Georgia Pacific paper recycling mill in Green Bay, Wisconsin. Once there, the paper is shredded, and the fiber is recycled into toweling and tissue products. Georgia Pacific processes each trailer load and provides a certificate of destruction once completed.

Always check your RDAs to verify if a 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.

Confidential Disposal

State Records Center Pick-up

The SRC can pick up boxes for confidential destruction from your office if you are in the City of Madison. 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 \$4.51 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:

- 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 destroying boxes if they meet the requirements listed below:

- Box(es) must weigh no more than 30 pounds.
- Box(es) must be covered and taped shut.
- Box(es) must be clearly labeled “Destroy.”

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.