



Rate Announcement: Records Center Service and Storage Rates

Active Rate Effective Date: July 1, 2021

Active Rate Expiration Date: June 30, 2023

Destruction Date: Upon the expiration of the current active rate

Pursuant to s. 16.61, Wis. Stats., the Public Records Board, attached to and administered by the Department of Administration, or Department, provides public records management, records storage/retrieval, records policy development/administration, and other records-related services to state agencies. Services are provided by the Department's Division of Facilities and Transportation Services (DFTS), Bureau of Enterprise Fleet, State Records Center (SRC).

The SRC stores agency records and provides efficient reference services to the records housed at the Center. The statutory authority for expenditures and the collection of revenue for these services is provided under s. 20.505 (1) (kb), Wis. Stats., Transportation, records and document services.

The revised rates schedule for the SRC service and storage functions are as follows:

Service Requests:

File/Tape Checkout	\$3.50 per record
Box/Case Checkout	\$4.27 per box
Confidential Destruction	\$3.92 per box

Box Storage:

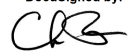
Miscellaneous Storage	\$0.41 per 1.2 cu. ft. per month
Open Shelves	\$1.16 per 36 lineal filing inches per month
A-Boxes	\$0.41 per box per month
B-Boxes	\$0.20 per box per month
C-Open Ended Plan Boxes	\$0.81 per box per month
D-Quarter Size Boxes	\$0.20 per box per month
F-Fiche Boxes/Tray	\$0.20 per box per month
O-Odd Size Boxes	\$0.84 per box per month
R-Reels	\$0.20 per box per month
T-Electronic Media Case	\$0.84 per case per month
X-X Ray Boxes	\$0.84 per box per month

File Storage:

Reel Microfilm	\$0.17 per month
File Level Storage	\$0.03 per file per month

For further information regarding the utilization of this new service and rates, please contact Bill LaMay, Enterprise Section Chief, at (608)266-1597. For questions regarding the rate development and cost recovery, please contact Travis Martin, Budget and Policy Analyst, at (608)266-9660.

Authorized by:

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6/7/2021 | 12:55 PM CDT

Chris Patton, Deputy Secretary

Date

cc: Paula Veltum, DFTS Administrator
Tom Bowers, DFTS Bureau of Enterprise Fleet Director