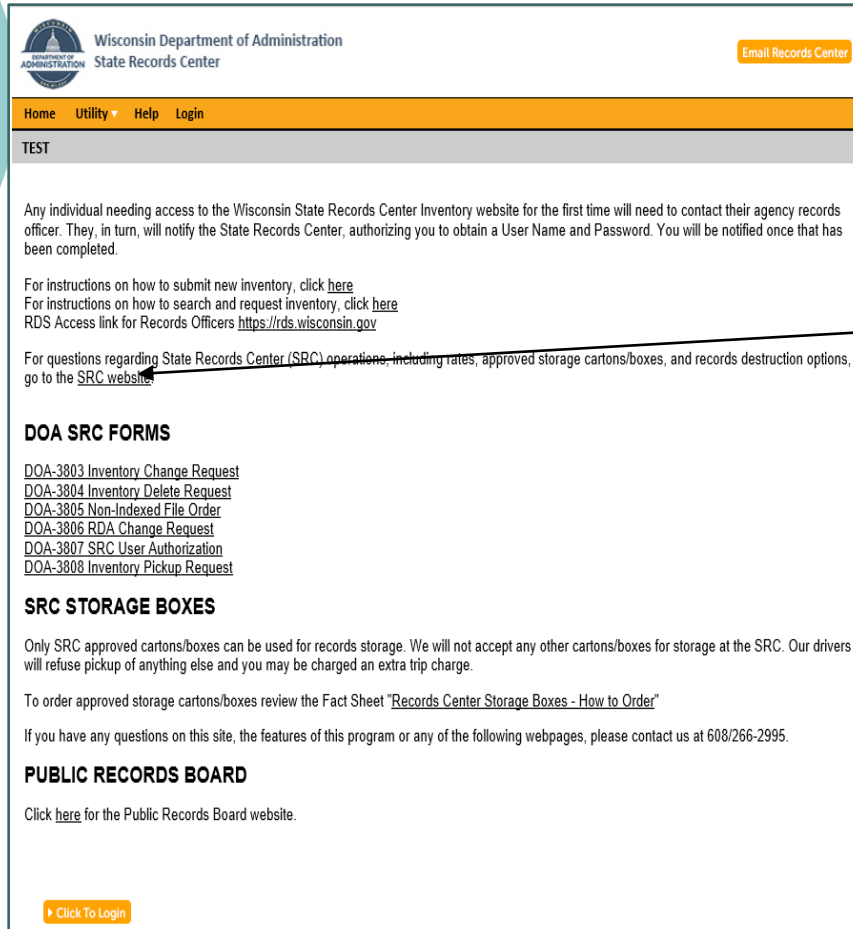


# State Records Center

## Searching and Requesting Inventory



The screenshot shows the homepage of the Wisconsin State Records Center. At the top left is the Wisconsin Department of Administration logo. To its right is the text "Wisconsin Department of Administration" and "State Records Center". In the top right corner, there is an orange button labeled "Email Records Center". Below the header is a navigation bar with links for "Home", "Utility", "Help", and "Login". The main content area starts with a "TEST" label. The first paragraph explains that new users need to contact their agency records officer for a User Name and Password. The second paragraph provides links for submitting new inventory, searching inventory, and RDS Access link. The third paragraph provides information on SRC operations and rates. The fourth section is titled "DOA SRC FORMS" and lists several form types with links. The fifth section is titled "SRC STORAGE BOXES" and explains the requirements for storage and provides a link to a Fact Sheet. The sixth section is titled "PUBLIC RECORDS BOARD" and provides a link to the board's website. At the bottom left, there is an orange button labeled "Click To Login".

Wisconsin Department of Administration  
State Records Center

Home Utility Help Login

TEST

Any individual needing access to the Wisconsin State Records Center Inventory website for the first time will need to contact their agency records officer. They, in turn, will notify the State Records Center, authorizing you to obtain a User Name and Password. You will be notified once that has been completed.

For instructions on how to submit new inventory, click [here](#)  
For instructions on how to search and request inventory, click [here](#)  
RDS Access link for Records Officers <https://rds.wisconsin.gov>

For questions regarding State Records Center (SRC) operations, including rates, approved storage cartons/boxes, and records destruction options, go to the [SRC website](#).

**DOA SRC FORMS**

[DOA-3803 Inventory Change Request](#)  
[DOA-3804 Inventory Delete Request](#)  
[DOA-3805 Non-Indexed File Order](#)  
[DOA-3806 RDA Change Request](#)  
[DOA-3807 SRC User Authorization](#)  
[DOA-3808 Inventory Pickup Request](#)

**SRC STORAGE BOXES**

Only SRC approved cartons/boxes can be used for records storage. We will not accept any other cartons/boxes for storage at the SRC. Our drivers will refuse pickup of anything else and you may be charged an extra trip charge.

To order approved storage cartons/boxes review the Fact Sheet "[Records Center Storage Boxes - How to Order](#)"

If you have any questions on this site, the features of this program or any of the following webpages, please contact us at 608/266-2995.

**PUBLIC RECORDS BOARD**

Click [here](#) for the Public Records Board website.

Click To Login

- Versatile web address:  
<https://vssweb.wi.gov>
- Use the **SRC website** link to answer general questions related to the State Records Center.
- Home page has useful links to the Versatile web trainings and SRC forms.
- Click "**Click to Login**" to launch the login screen.

# State Records Center

## Searching and Requesting Inventory

---

Wisconsin Department of Administration  
State Records Center

Home Utility ▾ Help Login

TEST

### Versatile Web Login Page

This page provides access to Versatile Web. Please input your User ID and Password below.

Company: 505-ADMINISTRATION ▾

User Name: 505-334-EGKA

Password: \*\*\*\*\*

Login

- Use the drop down arrow next to '**Company**' to choose your agency.

- In the '**User Name**' section fill in the SRC User ID you were assigned.

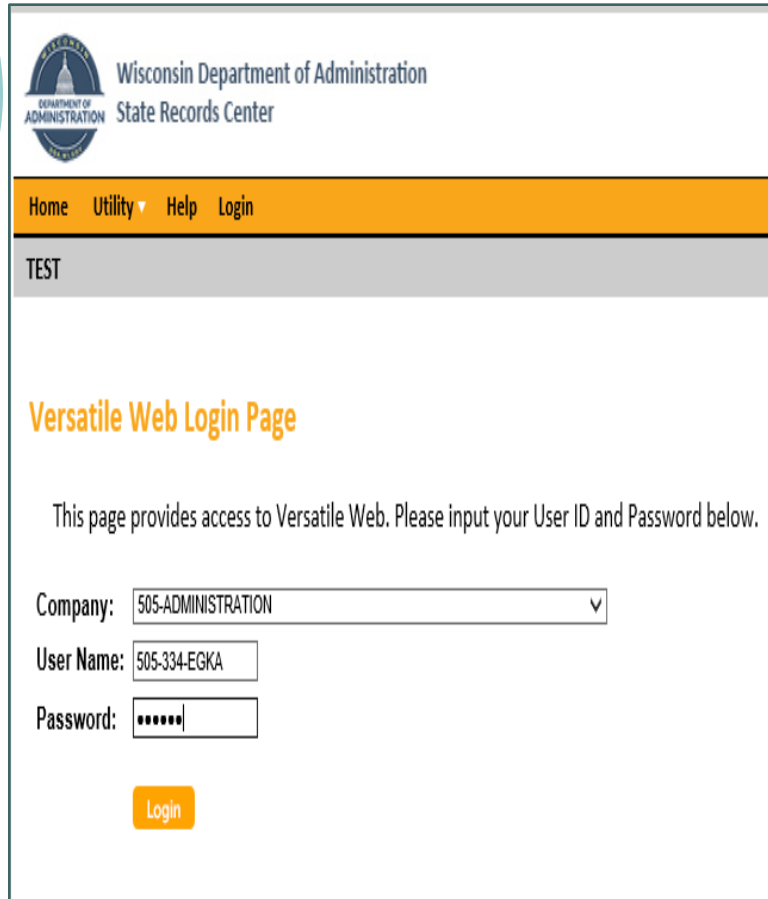
- In the '**Password**' section fill in the password you were given.

- If you get a login error, check the company box. The company chosen should be your agency, not WIS State Records Center.

# State Records Center

## Searching and Requesting Inventory

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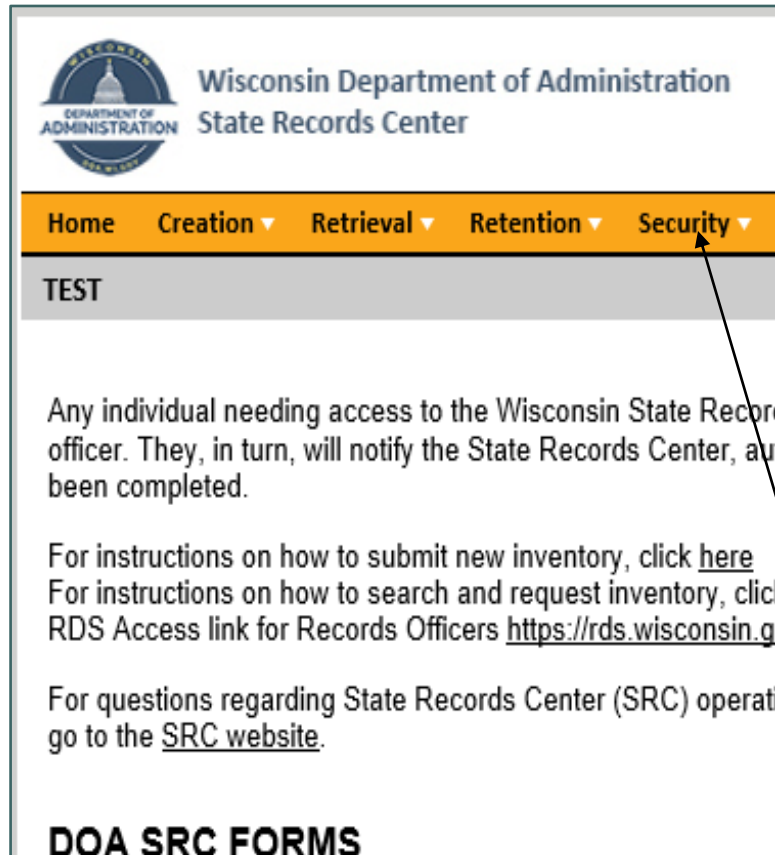
The screenshot shows the login page for the Wisconsin Department of Administration State Records Center. At the top left is the department's logo. To its right, the text reads "Wisconsin Department of Administration" and "State Records Center". Below this is a navigation bar with "Home", "Utility" (with a dropdown arrow), "Help", and "Login". A grey bar below the navigation bar contains the word "TEST". The main content area has the heading "Versatile Web Login Page" in orange. Below the heading is a paragraph: "This page provides access to Versatile Web. Please input your User ID and Password below." There are three input fields: "Company:" with a dropdown menu showing "505-ADMINISTRATION", "User Name:" with a text box containing "505-334-EGKA", and "Password:" with a text box containing six dots. A yellow "Login" button is positioned below the password field.

- **DO NOT** give your User Name and password to anyone else as it is unique to you. You will be responsible for anything done when your User Name is logged in.
- Contact your agency Records Officer if your name, desk/office, address, or phone number changes.

# State Records Center

## Searching and Requesting Inventory

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Wisconsin Department of Administration  
State Records Center

Home Creation ▾ Retrieval ▾ Retention ▾ Security ▾

TEST

Any individual needing access to the Wisconsin State Records Center should contact their Records Officer. They, in turn, will notify the State Records Center, and access will be completed.

For instructions on how to submit new inventory, click [here](#).  
For instructions on how to search and request inventory, click [here](#).  
RDS Access link for Records Officers <https://rds.wisconsin.gov>

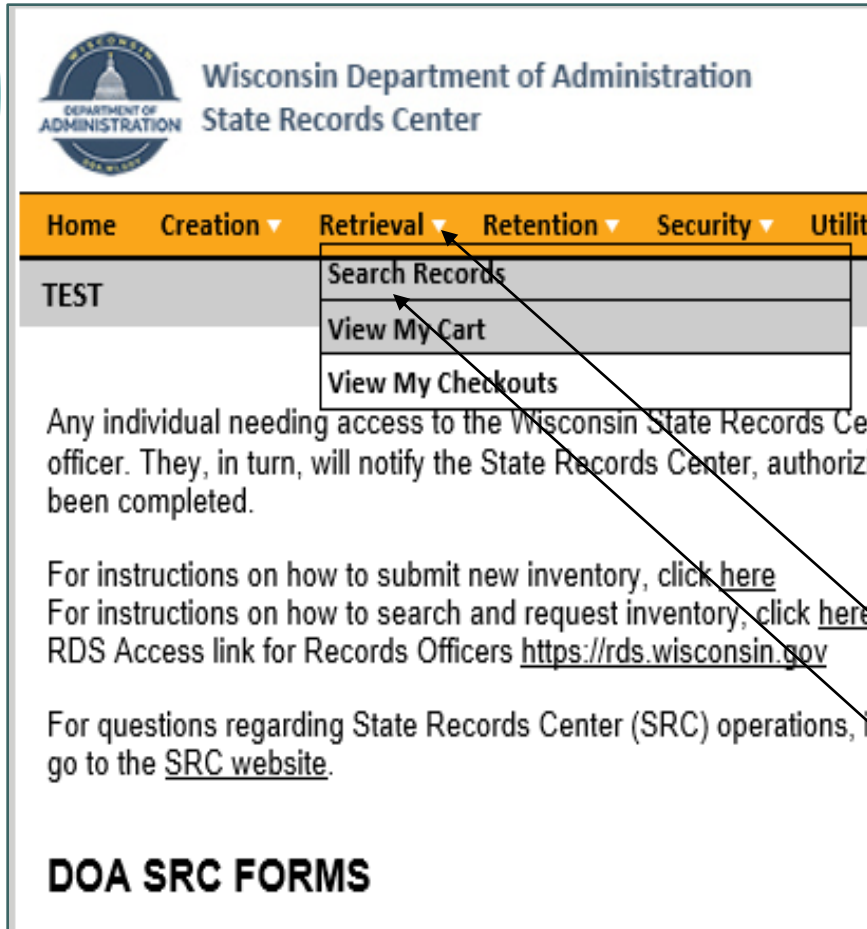
For questions regarding State Records Center (SRC) operations, please contact the SRC website.

**DOA SRC FORMS**

- **Home:** Special Updates, General Information, and the SRC website link.
- **Creation:** Request labels for new inventory that will be sent to the SRC. You can also review the status of your pending requests.
- **Retrieval:** Search, order (boxes and indexed files), and request pickup of existing inventory. Print a list of your existing inventory at any time.
- **Retention:** Descriptions of all Records Disposition Authorization's (RDA's) you are authorized to use.
- **Security:** Change your password using this tab the first time you login and as needed.

# State Records Center

## Searching and Requesting Inventory



Wisconsin Department of Administration  
State Records Center

Home Creation ▾ Retrieval ▾ Retention ▾ Security ▾ Utilities

TEST

- Search Records
- View My Cart
- View My Checkouts

Any individual needing access to the Wisconsin State Records Center must be authorized by their agency Record Officer. They, in turn, will notify the State Records Center, authorization has been completed.

For instructions on how to submit new inventory, [click here](#)  
For instructions on how to search and request inventory, [click here](#)  
RDS Access link for Records Officers <https://rds.wisconsin.gov>

For questions regarding State Records Center (SRC) operations, please go to the [SRC website](#).

**DOA SRC FORMS**

- Note: You will only be able to search, view, and retrieve inventory based on the access your agency Record Officer requested.
- If you have questions about your access, contact your agency Record Officer.
- All searches and retrieval requests begin the same.
- Click the 'Retrieval' tab
- Click 'Search Records'

# State Records Center

## Searching and Requesting Inventory

Home Creation ▾ Retrieval ▾ Retention ▾ Security ▾ Utility ▾ Help Logout

TEST

### Versatile Search

Search In:  Boxes  Files

BASIC CRITERIA BOX / FILE CRITERIA **ADVANCED CRITERIA** STATE

Company:  505-ADMINISTRATION

Department:  RECORDS MANAGEMENT

Include Sub-Departments

Record Series:  None

Include Sub-Record Series

- In most cases you will be searching for specific box(es), a specific file(s), or a complete inventory.

- There are 4 tabs to assist you with searches: Basic Criteria, Box/File Criteria, Advanced Criteria, and State.

**To begin any search,** click the square next the word 'Boxes' or 'Inactive files' after the words 'Search In'.

# State Records Center



## Searching and Requesting Inventory



**Versatile Search**

Search In:  Boxes  Files

**BASIC CRITERIA** **BOX / FILE CRITERIA** **ADVANCED CRITERIA** STATE

Company:  505-ADMINISTRATION

Department:    RECORDS MANAGEMENT  
 Include Sub-Departments


Record Series:    None  
 Include Sub-Record Series

Create Dates (MM/DD/YYYY):   31 to

Submit Dates (MM/DD/YYYY):   31 to

Event Dates (MM/DD/YYYY):   31 to


Content Dates (MM/DD/YYYY):   31 to

Submitted By:   None

Type of Box:  None

Media Type:  None

To list the inventory of a particular company, department or record series, check the box next to the appropriate selection. To list the inventory of all boxes, departments or record series, select the checkbox to search in boxes, the results will list all the boxes in the specified record series.

- **Advanced Criteria** tab: use this tab to search for groups of inventory.
- You can search for all the inventory in your company (as your access allows), department, or record series. Use the  icon to specify the department or record series.
- You can narrow the search to include inventory in the above mentioned fields with specific date ranges as well.
- Click on the square next to the specific field you plan to search in so a green checkmark appears.
- Fill in the field next to the checkmark
- Click the 'Search' button.

# State Records Center

## Searching and Requesting Inventory

**Versatile Search**

Search In:  Boxes  Files

**BASIC CRITERIA** **BOX / FILE CRITERIA** **ADVANCED CRITERIA**

User Box Number:

Record Center ID:

SRC Box Number(s):

SRC File Number(s):

When entering multiple src box numbers or src file numbers, please separate each number by a space and then select the checkbox to search in files.

- **Box/File Criteria** tab: use this tab to search for inventory using specific information.
- You can search these categories:
  - User Box Number: the number your program area assigned the box.
  - SRC Box Number: 6-digit number the database assigned
  - SRC File Number: database assigned file number - for indexed files only. If you do not index files, do not use.
- To search for multiple boxes or indexed files list each number in the field separated only by a single space. Do not use commas, dashes, etc.
- Click on the square next to the specific field you plan to search so a checkmark appears.
- Fill in the field next to the checkmark
- Click the 'Search' button.



# State Records Center

## Searching and Requesting Inventory

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**Versatile Search**

Search In:  Boxes  Files

**BASIC CRITERIA** BOX / FILE CRITERIA ADVANCED CRITERIA

Search Text:

Help?

- **Basic Criteria** tab: Use this tab to do keyword searches. This search scans box descriptions for the word you list.
- To do the search click the square next to the text box so a checkmark appears.
- Type the keyword you wish to find in the text window. Be specific! If a box description is incomplete or abbreviated, you may have to try a different search.
- This search uses standard boolean commands. You can separate words to search on using the command words 'and' 'or' (ie. Water and federal).
- By listing words on separate lines you create separate searches. Each line in the box is a unique search.
- Click the 'Search' button.

# State Records Center

## Searching and Requesting Inventory

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- **Indexed Files:** Generally, medical charts and some legal files are individually indexed. They have their own barcode labels and are managed as individual files instead of files within a box. There are significant increases in day to day management of Indexed Files that make them impractical for most agencies. If you are not sure if you have indexed files, you probably don't. You can always contact your agency Record Officer to find out. These files should be ordered via the Versatile website.
- **Non-Indexed Files:** The vast majority of files are not indexed and are referred to as Non-Indexed Files. These files are in boxes and you search for them based on the boxes identifying dates, user number, and/or description. Once you've identified the appropriate box the file is in, you order the file using the Non-Indexed File Order form, DOA-3805.
  - Note: if you are ordering more than one file from the same box, it may be cost effective for you to order the entire box instead of the files.
- **Box Inventory:** All orders requesting the entire box must be submitted via the Versatile website.
- Refer to the State Records Center website to view the current rate sheet for all of our services.

# State Records Center

## Searching and Requesting Inventory

**Search Results** Configure





















Search Results for:  
Searching in boxes where company is '505-ADMINISTRATION' and department is 'RECORDS MANAGEMENT-ENTERPRISE OPERATIONS' and box state is 'Active or Inactive'

**109 Physical Record Entries Found** Print/Email Results  
(Prints all 109 items)



Results Pages: 1 2 3 4 5 6 7 8 9 10 [P] [X]

Items displayed: 1 to 10 (10 items per page)

There are currently 0 item(s) in your cart.

Description	Barcode	Create Date	Department
  1994, 1985-86, 1996-97, 1997-98	%00709087	12/31/1998	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  1995 ANNUAL DESTRUCT	%00707780	03/30/1995	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  1996 ANNUAL DESTRUCT	%00707779	03/30/1996	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  1997 ANNUAL DESTRUCT	%00707778	03/30/1997	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  1999 ANNUAL DESTRUCT	%00707777	03/30/1999	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  1999 MID YEAR DESTRUCT	%00707786	08/01/1999	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  2000 ANNUAL DESTRUCT	%00707776	03/30/2000	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  2000 MID YEAR DESTRUCT	%00707785	08/01/2000	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  2001 ANNUAL DESTRUCT	%00707662	03/30/2001	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
  2001 MID YEAR DESTRUCT	%00707784	08/01/2001	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS

Select All Clear All Sort By: Description Refresh

 Add to cart (click to add)  In cart (click to remove)

New Search

- Search results displayed:
  - Total entries found
  - Brief descriptions
  - Check out status
- To see the full box description and information, click on the brief description listed.
- The check out status is indicated by a green plus or red circle next to each box or indexed file found.
- To request a box or indexed file, simply click on the green plus sign and it will be placed in your cart. Non-indexed files are ordered via email using the Non-Indexed File Order Form.

# State Records Center

## Searching and Requesting Inventory

### Box Description

SRC Box Number: 707777	
Title:	
Company:	505-ADMINISTRATION
Department:	RECORDS MANAGEMENT-ENTERPRISE OPERAT
Record Series:	ADM00133 : RECORDS INVENTORY DISPOSITION
Box Barcode:	%00707777
Box RFID:	
User Box Number:	1999-1
Record Center ID:	
Box State:	Inactive
Create Date:	03/30/1999
From Date:	
To Date:	
Event Date:	
Misc Date:	
Type of Box:	B-HALF SIZE BOXES
Storage Center:	GROUND FLOOR BLDG L, 027-064-0009 0001
Alt. Location:	
Calculated Retention:	CR+25
Calculated Destruct:	03/30/2024
Disposition Method:	DEST
Submitted By:	VOID-STANCZYK, LARRY
Checkout Status:	Available
Description:	1999 ANNUAL DESTRUCT
File count:	0
Cart Status:	There are currently 0 item(s) in your cart.

Back

- When you click on the brief description of a box on the 'Results' list, a new screen will pop up that shows the specific box information.
- If the box is already checked out, the person that requested it will be listed in the 'Checkout Status' field.
- You may print a list of the entries that were found.
- When you click 'Open Printable Window' a separate window will open that is printer friendly.

# State Records Center

## Searching and Requesting Inventory

**Search Results** Configure

Search Results for:  
Searching in boxes where company is '505-ADMINISTRATION' and department is 'RECORDS MANAGEMENT-ENTERPRISE OPERATIONS' and box state is 'Active or Inactive'






















**109 Physical Record Entries Found** Print/Email Results  
(Prints all 109 items)

Results Pages: [[<<](#)] [[<](#)] 2 3 4 5 6 7 8 9 **10** 11 [[>](#)] [[>>](#)]

Items displayed: 91 to 100 (10 items per page)



There are currently 3 item(s) in your cart.

[View](#) [Empty](#)

	Description	Barcode	Create Date	Department
	 SERVICE REQUESTS APRIL 2016	%00997120	04/30/2016	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS AUGUST 2015	%00983600	08/31/2015	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS AUGUST 2016	%01004024	08/31/2016	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS DECEMBER 2015	%00990145	12/31/2015	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS FEBRUARY 2016	%00993885	02/29/2016	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS JANUARY 2016	%00991974	01/31/2016	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS JULY 2015	%00981319	07/31/2015	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS JULY 2016	%01000521	07/31/2016	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS JUNE 2016	%01000462	06/30/2016	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS
	 SERVICE REQUESTS MARCH 2016	%00995149	03/31/2016	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS

[Select All](#) [Clear All](#)

Sort By:  [Refresh](#)

 Add to cart (click to add)  In cart (click to remove)

[New Search](#)

- To check out a box click the green plus sign next to the box.
- Once the box is in your cart the green plus changes to a red minus sign.
- If there is no plus or minus sign next to a box, it is already checked out.
- Once you have finished selecting all of the boxes you wish to order, click 'View Cart'.
- To change the sort order of the results:
  - Click on the drop down arrow in the field 'Sort By'
  - Choose the field to sort by
  - Click 'Refresh'

# State Records Center

## Searching and Requesting Inventory

**Item Selection Cart**

There are currently 3 item(s) in your cart.

[Back](#) [Empty](#) [Request](#)

Barcode	Description
%00990145	SERVICE REQUESTS DECEMBER 2015
%01004024	SERVICE REQUESTS AUGUST 2016
%01000462	SERVICE REQUESTS JUNE 2016

[In cart \(click to remove\)](#)

**Request Page**

Barcode	Description
%00990145	SERVICE REQUESTS DECEMBER 2015
%01004024	SERVICE REQUESTS AUGUST 2016
%01000462	SERVICE REQUESTS JUNE 2016

Priority:

Request Notes:

[Request](#)

- Review the items in your cart to insure they are the ones you want to request.
- If there is one you do not want to request, simply click the red minus and it will be removed from your request.
- Once you have finished your review, click on 'Request'.
- You do not need to put anything in the 'Request Note' box. However, if you have special instructions for the order staff, be brief. The field only prints 30 characters.
- **DO NOT put your delivery address in this box.** The delivery address populates on the order based on your User Name.
- Click on 'Request'.

# State Records Center

## Searching and Requesting Inventory

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### Request Results Page

Your request was sent successfully.

Service Request Number: 97991  
Priority: Normal  
Request Notes:

	Barcode	Description
1	%00990145	SERVICE REQUESTS DECEMBER 2015
2	%01004024	SERVICE REQUESTS AUGUST 2016
3	%01000462	SERVICE REQUESTS JUNE 2016

- Once you click the final 'Request' button you will receive a 'Service Request Number'.
- If you get to this screen and receive a service request number, you have successfully placed your order. It will be delivered to the work location we have on file for you.
- Make sure your agency Records Officer knows if your desk / office, address or phone number changes so they can notify the SRC as quickly as possible.
- The service request # is the number you will use to track this box or indexed file order.

# State Records Center

## Searching and Requesting Inventory

The screenshot shows the State Records Center web application interface. At the top, there is a navigation menu with options: Home, Creation, Retrieval, Retention, Security, Utility, Help, and Logout. Below the menu, there is a search bar with the text 'TEST' and a dropdown menu containing 'Search Records', 'View My Cart', and 'View My Checkouts'. An arrow points to the 'View My Checkouts' option. To the right of the search bar, it says 'Hello, KATHRYN EGELAND'. Below the search bar, there is a section titled 'My Checkouts' with an 'Open Printable Window' button. Underneath, there are filters for 'Transaction Date' (from 04/11/2020) and 'Display All Users?' (checkbox). A 'Refresh' button is also present. The recipient is listed as 'KATHRYN EGELAND'. The main content is a table with the following columns: Barcode, Department, Description, Service Request Number, Transaction Date, Checkout Date, Due Date, and Status. Three items are listed in the table, each with a red 'X' icon in the status column. An arrow points to the 'Service Request Number' column for the first item.

Barcode	Department	Description	Service Request Number	Transaction Date	Checkout Date	Due Date	Status
%00373341	RECORDS MANAGEMENT- ENTERPRISE OPERATIONS	SRC INVENTORY FILE MAINT FICHE OR#00007	97947	02/15/2019			On Request
%00677228	RECORDS MANAGEMENT- ENTERPRISE OPERATIONS	REELS 1-4 DESTRUCT LISTING - MICROFILM REEL 1-3 INVENTORY FILE MAINTENANCE	97947	02/15/2019			On Request
%00698124	RECORDS MANAGEMENT- ENTERPRISE OPERATIONS	Investigation Materials: Historical Boxes Destroyed in Error by State Records Center	97947	02/15/2019			On Request

My Displayed Items: 3

- You can review your order at any time.
- Click the 'Retrieval' tab.
- Click 'View My Checkouts'.
- The next screen shows you the status of any order you've placed.
- The Service Request Number is in a column in the middle of the screen.
- If you have questions about a particular order, make sure have this number for reference.





# State Records Center

## Searching and Requesting Inventory

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- Congrats! You can now search and retrieve inventory.
- Inventory Retrieval Requests: Processing time is three business days, not including the date the order was placed.
- Pickup Requests: Processing time is five business days, not including the date request was submitted.
- Go to the State Records Center website at anytime to view our current rate sheet.
- If you have any questions, email [doadeorecordscenter@wisconsin.gov](mailto:doadeorecordscenter@wisconsin.gov) or call 608-266-2995.