



Pickup Requests & Label Procedures (Updated 1/2/2020 – Read Carefully)

- 1) Upon receipt, review Box Inventory/Transmittal sheet and the labels you received.
 - a. Corrections can be requested using the Inventory Change Request (DOA-3803). Records Officers can email the completed form to the email address below.
 - b. Duplicate label deletions can be requested using the Inventory Delete Request (DOA-3804). Throw away the labels! **DO NOT** use the duplicate label. Records Officers can email the completed form to the email address below.
- 2) If you have not already done so, fill in the information on the State Records Center (SRC) approved box your records are in. Affix the bar-coded label above the “Box No.” field in the upper right hand corner of the box.
- 3) **To schedule pick up or delivery of newly labeled boxes:**
 - a. Login on to the DOA website,
<https://doa.wi.gov/Pages/StateEmployees/StateRecordsCenter.aspx>
 - b. In “Quick Links” click on “Forms”
 - c. Complete the appropriate sections of form DOA-3808, Inventory Pickup Request.
 - d. Follow the form instructions and email the completed form to the address listed below.

General Notes:

- *Only SRC approved boxes can be used for storage.* They can be ordered through Materials Distribution Services at 608/497-4400. See Fact Sheet #3 on SRC website for detailed instructions.
- The SRC only picks up in the Madison Metro area.
- **Offices outside the Madison Metro area** need to make their own arrangements for shipping boxes to the SRC.
 - To notify us of an arriving shipment follow the instructions #3 above and fill in the expected arrival date above section A of form DOA-3808.
 - Receiving dock hours are: 8:00-11:30AM and 12:30-3:00PM.

Contact Information:

SRC Email: DOADEORecordsCenter@wisconsin.gov
SRC General Information Web Address:
<https://doa.wi.gov/Pages/StateEmployees/StateRecordsCenter.aspx>
SRC Inventory Web Address: <http://vssweb.wi.gov/>
Phone: 608/266-2995