UW-Madison Records Management

How do I use the State Records Center?

The Wisconsin State Records Center is for inactive storage of records.

How Do I get Access to the State Records Center for offsite storage??

To begin using the SRC, departmental staff responsible for records management will need to request access to Versatile, the SRC's online inventory system. We highly discourage authorizing access for student employees; instead, only staff members with responsibility for managing records for their department or unit should be added. Multiple employees may be given access for the same UDDS number, but we suggest limiting the total number to two access points whenever possible.

- **To become an authorized user of the SRC complete the SRC USER Form.**
- Check the box if this is a **ADD, REMOVE or CHANGE**.
- Enter **today's date** and fill out completely the appropriate section: Add New User, Remove Existing User or Change Existing User.
- ***To Request SRC Access click here for form***: DOA-3807 SRC User Authorization Form
- **Email the form to Records Management**: recmgmt@library.wisc.edu

It is important to note that the University Archives and Records Management Services does not generate the login and password to the online inventory system but requests the information from the SRC. Once your request has been received, you should receive an email within 72 hours from the SRC staff with your login and password.

Where Do I get the Boxes?

Preparing Records for transfer to the SRC for storage

1. **Select the correct storage box:** Boxes may be purchased from MDS and are available in three sizes. The MDS order numbers are as follows:
    - 3189-BUNDLE Rec Storage Carton 10"H x 15"L x 12"W * (5)
    - 3191-BUNDLE Rec Storage Carton 10"H x 15"L x 12"W * (10)
      This standard box size; most widely used

2. **Pack the boxes:** The records should be packed in the cartons in the same arrangement as they appeared in the file drawer;

    - Remove records from 3 ring binder and hanging file folder and place in the same order into file folders.

- Records should be in tacked and no portion of the records be discarded unless stipulated by the governing records schedule. The boxes can accommodate both letter (front to back) and legal files (side to side).
- Diskettes and optical media should not be packed inside cartons with paper records. Separate handling of these mediums is required for adequate preservation. If you have electronic media that you are transferring, please contact the Archives.
- Do not over pack the box. A hand should be able to be inserted into the box easily and the box should be able to be lifted. Offices should be mindful of health and safety regulations regarding weight. Boxes should not weigh more than 30 pounds. In addition, please be sure to remove hanging files before packing the box.

How do I Prepare an Inventory or Box listing?

a. It is highly recommended to aid in search and retrieval at a later time to create a listing of the contents of the box in word. Keep a copy for the department and place a copy in the box.
b. In order to create a useful inventory, prepare the inventory to the level that you will need to retrieve records, if necessary.
c. This inventory can be pasted into the description when creating a box in Versatile.

Access Versatile: Login to Versatile with the password and login that you received

Tutorials are available for sending and searching/retrieving records at the SRC.

Remember that the SRC will not accept transfers of records until a records schedule (RDA) has been prepared and approved. General Records Schedules are available for campus departments to use.

However, if the records to be transferred are outside the scope of the general schedules and a departmental records schedule does not exist, one will need to be created prior to transfer. Contact Records Management for assistance.

Creating SRC Labels:

After the boxes have been entered into Versatile, SRC staff will mail the appropriate labels to the address you indicated when requesting Versatile access.

Review labels for accuracy. If incorrect, contact the SRC with corrections. Otherwise, place label in a blank spot on the same side of the box as the handwritten descriptive information. Contact the SRC and schedule a pick-up. The SRC staff will ask you for your agency and UDDS coding and any special instructions about the records.

NOTE: If boxes are to be transferred to the UW-Madison Archives rather than the State Records Center, please see "How do I transfer records to the University Archives?" section of this page.