



## Pickup Requests & Label Procedures

- 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). Your Records Officer will have to email this form into the State Records Center e-mail address.
  - b. Duplicate label deletions can be requested using the Inventory Delete Request (DOA-3804). Throw away the labels! **DO NOT** use the duplicate label. Your Records Officer will have to email this form into the State Records Center email address.
- 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 of newly labeled boxes:
  - a. Go to the SRC website: <http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Bureau-of-Enterprise-Fleet/State-Records-Center>
  - b. Click "Forms"
  - c. Click "DOA-3808 Inventory Pickup Request"
  - d. Save this document to your computer
  - e. Fill out form DOA-3808 that launches
  - f. Follow the form instructions and email the completed form to the email 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 add the expected arrival date to the email.
  - Receiving dock hours are: 8:00-11:30AM and 12:30-3:30PM.

### Contact Information:

Email: [DOADEORecordsCenter@wisconsin.gov](mailto:DOADEORecordsCenter@wisconsin.gov)  
SRC Inventory Web Address: <http://vssweb.wi.gov/>  
Phone: 608/266-2995