

Topic: Offsite Storage of Non-Paper Records and electronic Media

Off-site storage of electronic media is a form of insurance to minimize the disruption of business operations due to lost data. As state applications are diverse, many approaches are utilized to back up data stored on magnetic, electronic and optical media.

As with paper records, all non-paper and electronic media that is stored at the State Records Center must be stored under an appropriate Records Disposition Authorization (RDA). If you are uncertain about whether your non-paper record and/or electronic media is covered by a RDA, contact your agency Record Officer. Many backup systems contain mostly non-record materials such as software programs and duplicate materials. The SRC created a master RDA, 91000000: Electronic Backup Storage, for these materials. Retention is defined as supersession of backup media and documentation with more current data and or documentation. This means the State Records Center is maintaining only the physical location of the media in a safe and secure environment. It is each agencies responsibility to establish backup cycles based on best practices and the agencies tolerance for risk of losing information.

The SRC currently stores many types of non-paper and electronic media including CD's, diskettes, 4 mm and 8mm tape, optical platters in various sizes, mainframe tapes, microforms and 3480 type cartridges, as well as other specialized media. Inventory reports can be provided as needed and customers can log in to the SRC website at any point to view their inventory.

When media are stored at the SRC, they are assigned a unique record and reference identification number. A bar code label is generated for each item and the items are scanned into a specific shelf location. Bar coded labels should be requested following the "Box Creation" PowerPoint presentation for our website in the same manner that new box labels are requested.

The State Records Center storage and retrieval charges for each media item/type can be found on the SRC Rate sheet. Pick up and delivery via SRC truck is only available in the Madison Metro area. Rates may change July 1st.

If you have a large number of items it is possible for us to import your records information into our database. This minimizes data entry.

If you have further questions call or email the SRC Order Desk at (608) 266-2995, DOADEORecordsCenter@wisconsin.gov, or Larry Stanczyk, State Records Center Supervisor at (608) 264-9506, Larry.Stanczyk@wisconsin.gov.