All consultants & project staff are required to use the standard State Records Center boxes or expandable wallets (for smaller projects) when submitting records to the region. If records come in non-standard boxes, we will need to have you repackage them in the standard State Records Center boxes.

Reasons:

1. Our shelves where the records are stored do not accomodate large odd-sized, odd-shaped boxes which forces us to repack the records.
2. We have to carry many of the boxes up a ladder and hoist them onto high shelves. Anything over 40 lbs.is difficult to handle (and unsafe).
3. We have run out of room in our storage area and in the future may need to send final records directly to the State Records Center. They will only accept records in their standard boxes.

The State Records Center has 2 types of official records storage boxes:

1. Type A, 15" x 10" for Letter & Legal Documents
2. Type B, 15" x 12" x 4 1/2 (approximately 1/2 the size of the Type A, also referred to as a "half-box")

Consultants can obtain these boxes from by contacting our front desk staff.

If you have any questions, please contact your region office contract specialist:

Eau Claire: Jennifer Oldenburg, [jennifer.oldenburg@dot.wi.gov](mailto:jennifer.oldenburg@dot.wi.gov), 715.855.7662

Superior: Kris Goodwill, [kris.goodwill@dot.wi.gov](mailto:kris.goodwill@dot.wi.gov), 715.392.7956