Wisconsin

Entered the Union 1848

Population (est. 1994):
5,082,000 Rank: 18/50

Land Area (square miles):
54,314 Rank: 25/50

State Historical Records Coordinator:
Director (vacant)
State Historical Society of Wisconsin
816 State Street, Madison, WI 53706

Deputy Coordinator:
Peter Gottlieb, State Archivist
State Historical Society of Wisconsin
Telephone: (608) 264-6450
Internet: peter.gottlieb@ccmail.adp.wisc.edu

ARCHIVES AND RECORDS PROGRAM

State Archives Established:
1907

State Records Management Initiated:
1947

Archives Placement
State Historical Society of Wisconsin (independent agency), Archives Division

Records Management Placement
Department of Administration, Division of State Agency Services, Bureau of General Services, Records Management Section

FINANCES

Total State Govt Expenditures (1993):
$13,272,436,000

Total Budget, State Archives (FY 1994):
$2,868,635

See "Notes" section, below, for program elements included in budget and FTEs.

Percent of Total State Expenditures Allocated to Archives and Records: 0.022 %

State Archives funding has been relatively stable over last 2 years.

STAFFING

State Government FTEs (1992):
72,674

Archives FTEs (1994):

Total	41
Archives	22
Records Mgt	19

Number of Archives FTEs per 1000 State FTEs:
0.56

Average earnings for all full-time state employees (Oct. 1992): $38,592

Salary ranges for entry level professionals

Archivist (objective)	$27,000
Records Center Supervisor	$28,200-36,300

HOLDINGS

State Archives

Paper records	Government	53,335	cu. ft.
	Nongovernment	43,213	cu. ft.
Microfilm (total no. of rolls)		46,246	rolls
Computer generated		120	files
Photographs		ca. 2,000,000	items
Films, video, audio tapes		27,000	items
Maps, blueprints, drawings		2,686	cu. ft.

Records Center

Paper records	Government	133,000	cu. ft.
	Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		34,500	rolls
Computer generated (weather data, reels, cartridges)		70,250	items
Optical disks		100	items
Maps, blueprints, drawings		ca. 400	cu. ft.
X-rays		1,700	cu. ft.

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

State Archives

Individual daily visits	6,257
Mail requests	1,712
Telephone requests	1,427

Reference activity has decreased over last 2 years.

Services provided free of charge:
Use of reference room
Answers to in-state and out-of-state mail requests

cont.

Arrangement and description activities (FY 1994)
Records arranged and described 369 cu. ft. (165 series)

Descriptions of holdings are provided through:
Web Home Pagehttp://www.wisc.edu/shs-archives/

Nonelectronic finding aids available at State Archives describe 95% of holdings at series level.

Published finding aids produced by State Archives describe 45% of holdings at and series level

cont.

Access to Records in State Archives, cont.

Reference Services, cont.

Services provided for a fee:
Photocopies and faxes of documents or finding aids
Typed certified copies or exemplifications
Commercial use of documents/photos

No new fees have been instituted in last 2 years.

Arrangement and Description, cont.

Automated finding aids accessible in-house describe 72% of State Archives holdings at the series level

Automated finding aids accessible remotely describe 72% of State Archives holdings at the records group and series level.

FACILITIES

State Archives Facilities
(owned by State Historical Society of Wisconsin)

Constructed: 1900 Renovated: 1954, 1965-68

Total storage capacity: 98,000 cu. ft.
Percent now occupied: 98%
Already full to capacity
Construction of a new building and a major renovation are planned.

Existing environmental controls**:**

100% year-round temperature controls
100% year-round humidity controls
100% fire detection
0% fire suppression

Environmental controls are not very good; it is doubtful that any standards are met.

State Records Center
(owned by Department of Administration)

Constructed: 1967 Renovated: 1990

Total storage capacity: 146,500 cu. ft.
Percent now occupied: 98-100%
Already full to capacity
Construction of new building, approved; increase in leased space planned.

Additional rented facility used for 13% of holdings.

Existing environmental controls (ANSI/NFPA standards)**:**

88% year-round temperature controls (A/C)
0% year-round humidity controls
100% fire detection
0% fire suppression

Separate facility for electronic records has halon system.

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by State Archives (FY 1994):

No. completed	50	(state agencies)
	175	(local govt officials)
No. of agencies served	30	(state agencies)
	80	(local govt officials)

Technical assistance provided by Records Mgt (FY 1994):

No. completed	20	(state agencies)
	10	(local govt officials)
No. of agencies served	40	(state agencies)
	10	(local govt officials)

No. of local government units (1992):

72	counties	430	school districts
583	municipalities	399	special districts
1,267	townships		

Services to state agencies
Training (St Arch, Rec Mgt)
Publications (Rec Mgt)
Micrographics services (Rec Mgt)
Consultation/advice (St Arch, Rec Mgt)
Telephone consultations (St Arch)

Services to local governments:
Training and publications(Rec Mgt)
Micrographics services (Rec Mgt)
Consultation/advice (St Arch, Rec Mgt)
Labor in agencies (inventorying, processing, conservation) (St Arch)

State Archives has authority to accept original archival records from local governments.

MICROGRAPHICS

Microfilming activities by Records Management (FY 1994)

Source doc microfilming	2.3 million	images
Processing	5,200	rolls
Duplicating	4,200	rolls, 64,000 fiche

COM processing was outsourced in 1994.

Records Management provides centralized micrographics services for state and local government agencies.

Records Management has experienced redox problems.

Records Management and State Archives both store security microfilm for state and local government agencies.

PRESERVATION POLICIES AND SERVICES

Preservation activities by State Archives (FY 1994)
350 projects (itemized totals not kept)

State Archives has a written preservation plan; it has prepared a written disaster plan but it is not yet approved.

State Archives has a preservation officer and employs a trained, full-time conservator.

Wisconsin does not have a statewide preservation.

AUTOMATED APPLICATIONS

Records Management uses automated applications for the following:

Finding aids	Versatile
Accessioning	Versatile
Inventory control	Versatile
Records scheduling	Versatile
Space management	Versatile
Bookkeeping	Versatile
Publications	MS Word for Windows

State Archives uses automated applications for the following:

Finding aids	Word Perfect, Paradox
Accessioning	Word Perfect, Paradox
Correspondence	Word Perfect
Bookkeeping	Excel

Electronic Mail

Records Management uses a government-wide system to communicate within the agency, with others in state government, and, with training, with others via the Internet.

State Archives can communicate within the agency and with others via the Internet using a state university account.

NASIRE reports that Wisconsin is implementing e-mail system that functions across diverse platforms.

ELECTRONIC RECORDS

Records management has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records; Records Management has done some of this.

Records Management and State Archives both provide security storage for and have accessioned electronic records.

Records Management reports that General Schedules include description of databases. Retention scheduling procedures were changed to facilitate easier description of electronic records by state agencies.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES

Definition of a record
1989 statute. Includes electronic records; revision in progress to include e-mail.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records
provided in statute, restrictions expire after 75 years.

Permanent paper standards
1993 guidelines

Optical imaging standards
1993 regulation

Admissibility of microfilm
1987 statute

Admissibility of optical images
1993 statute, regulation

Admissibility of electronic records
proposed statute

Theft/defacement of a public record
1955 statute, revised 1977

Replevin
statute (Wisconsin Statutes, Chapter 810)

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management
Assigned to Department of Administration; Records Management is somewhat active, State Archives is not active in the state's IRM work

Information Policy Coordination
Is constituted formally and assigned to the Department of Administration; Records Management and State Archives are somewhat active in the state's information policy work

Government Information Locator Service
No activity reported.

Electronic Access to Government Information and Services
NASIRE reports that electronic access is in the planning process for unemployment compensation.

NGA reports that a geographic data system and a GIS is integrating data and decision making between state and local government.

State of Wisconsin
http://www.state.wi.us

Department of Administration
http://badger.state.wi.us:70/1/agencies/doa

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

Local Government Records Program
[NAGARA Clearinghouse, Spring 1995]

Privacy Advocate Established
[NAGARA Clearinghouse, Winter 1995]

New Records Center Approved
[NAGARA Clearinghouse, Spring 1995]

Versatile Records Management Users Group Established
[NAGARA Clearinghouse, Summer 1994]

SHRAB ACTIVITIES

Strategic Planning Project

The Wisconsin State Historical Records Advisory Board is conducting a statewide strategic planning project, 1995-96, which included a survey of repositories, creators and keepers. It also organized task forces of users, local government officials, repository archivists, and creators and keepers to discuss the emerging plan.

Local Government Records Regrant Project
1992-94

FOR FURTHER INFORMATION

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Records Management
Steve Hirsch, Chief, Records Management Section
Department of Administration
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Telephone: (608) 266-2996 Fax: (608) 266-5050

Notes

Program elements included in Archives and Records Management budget and FTE figures:

Archives, $1,473,500; Records Management, $1,395,135 In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Wisconsin budget and personnel figures also cover

- service to local governments
- preservation microfilming,
- records center

The Wisconsin archives and records programs must pay space charges for auxiliary facilities out of its budget. In addition to appropriations, Wisconsin Records Management program receives funds from fees for services or chargebacks.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: **Records Management:** Steve Hirsch, Chief, Records Management Section, 4622 University Avenue, Madison, WI 53702. Phone: (608) 266-2996; Fax: (608) 266-5050. **State Historical Society:** Susan E. Davis, Assistant State Archivist, Archives Division, State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706. Phone: (608) 264-6455; Fax: (608) 264-6486.

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:
U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization.*

E-mail and Information Policy and National Information Infrastructure
NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.