

Wisconsin Document Depository Program

Guidelines for State Agencies

Overview

Under Sections 35.81-35.84 of the Wisconsin Statutes, as amended by 1991 Wisconsin Act 285, state agencies are required to send copies of their publications to the Wisconsin Reference and Loan Library for distribution to designated depository libraries through the Wisconsin Document Depository Program.

The depository program preserves and makes available a record of major state government programs and assures the availability of state publications for use by the public throughout Wisconsin now and in the future regardless of format. Traditionally, state agencies have provided copies of their publications and documents for distribution in print formats but state agencies are now providing access to even more information than ever through the use of the Internet. As more information is provided exclusively in digital formats, particularly on state agency websites, the ability to preserve much of this state government information has become more challenging.

The Wisconsin Digital Archives was established to develop a way that content located on state agency websites could continue to be available in the future and provides state agencies a way to continue to fulfill their statutory obligation to participate in the Wisconsin Document Depository Program with electronic formats.

Definition Of A "State Document"

According to the definition in the Wisconsin statutes 35.81(3):

"State document" includes every publication produced by a state agency in multiple copies or prepared for a state agency in multiple copies by a private individual or organization that is supported wholly or partly by any funds appropriated by this state, regardless of the format or process by which produced and regardless of the source of funds provided to the publisher, which is intended by the publisher to be disseminated or made accessible to the public or is required by law to be published, but does not include any publication of a state agency intended by the state agency to be used solely for internal purposes within the state agency or between that state agency and other state agencies.

In other words, everything a state agency prints or produces is not a state document as described by the statutes. The tests for a publication to qualify as a state document are:

- Required by law to be published
- Published with the intent to disseminate or make accessible to the public, regardless of format or process
- Issued by any of the following:
 - Legislature (or its committees and research offices)
 - Any state agency, including agencies, departments, boards, committees, commissions, and task forces
 - Governor's office, committees, commissions, or task forces or at the state's expense by a private individual or organization acting for one of these bodies

State Document vs. Public Record

The definition of a state document in this context is much more limited than that of a public record, but the terms are sometimes confused. It is the intent of the Wisconsin Document Depository Program to collect and preserve state government publications that are intended for public use and provide public perspective on state government programs. It is not the intent to collect items that might be considered public records.

Materials Traditionally Deposited By State Agencies

Although we often use the terms "document" and "publication" to describe what we collect, we want to emphasize that regardless of format the Wisconsin Document Depository Program collects certain types of state government information that are accessed in a variety of formats. Although the following list is not exhaustive, it includes examples of key types of materials the depository program has traditionally collected:

- Annual / Biennial reports
- Budgets
- Published conference proceedings
- Agency directories / rosters
- Financial reports
- Research and informational studies and reports
- Legal reports
- Interim and final reports
- Handbooks, guides and manuals
- Periodicals, journals, newspapers and newsletters meant for public audiences
- Laws (reprints)
- Rules and regulations (reprints)
- Licensing standards
- Technical bulletins
- Lists of publications and bibliographies
- Governing body minutes
- Pamphlets, posters and brochures about an agency and its services or a subject of concern to the agency
- State Plans
- Regional planning commission publications
- Statistical compilations
- Maps
- Reprints or revisions of state agency publications
- University Press and WHS Press books
- Technical bulletins

****Examples of publications that do NOT need to be sent would be applications, advertisements, announcements, correspondence and publications meant for internal departmental use.**

Print Publication Guidelines

Depending on the overall availability of a state agency publication determines the quantity that should be sent for distribution through the depository program. We encourage state agencies to participate in the depository program at the greatest level possible. Obviously providing enough publications for full distribution reaches more Wisconsin citizens. We also understand that some publications may be available in limited quantities for a variety of reasons. Please review the guidelines to determine your agency's level of participation on a document by document basis. To see a directory of depository libraries and their level of depository status please visit <http://dpi.wi.gov/rll/liblist.html> . A library's depository status determines what distribution they are eligible to receive.

How Many Print Copies To Send:

Full Distribution : 52 Copies

All libraries statewide participating in the depository program receive publication. This level of distribution reaches the most Wisconsin citizens and is considered the recommended number to submit since state, academic and public libraries of all sizes receive copies.

Limited Distribution : 15 Copies

Only State level and Regional libraries receive publication. Regional libraries tend to be academic libraries and large public libraries. This limits the number of people who have access to the publication.

State Level Distribution : 5 Copies (If the publication is available on a very limited basis or is for sale.)

Copies go to the Wisconsin Historical Society, Wisconsin Legislative Reference Bureau, and the Wisconsin Reference and Loan Library, which are all located in Madison, WI. This level of distribution is very minimal and restrictive.

Where To Send Print Copies

Please use Inter-Departmental mail when available:

**Wisconsin Reference and Loan Library
Attn: Documents Depository Program
2109 South Stoughton Road
Madison, WI 53716**

More Information

Please visit our website to learn more about the Wisconsin Document Depository Program and the Wisconsin Digital Archives, <http://dpi.wi.gov/rll/inddep.html> . For more information or to schedule a demonstration of the digital archives, please contact:

**Abby Swanton, Wisconsin Document Depository Librarian
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