



State Agency Participation Guide

The Wisconsin Document Depository Program, [Wisconsin Statutes, Sections 35.81- 35.84](#) as amended by 1991 Wisconsin Act 285, requires Wisconsin state agencies to provide copies of their documents to preserve and make available a record of major state government programs.

Which documents do I need to send to the Wisconsin Document Depository Program?

The decision making tree on the back of this document will help you determine if what you have is considered a state document as defined by [Wis. Stat. § 35.81\(3\)](#) and should therefore be sent to the depository. Regardless of format (print or electronic) ask yourself these questions: *Is it intended for public use? Was it published using state money?*

Doesn't having a state agency publication number on it make it a state document?

Many state agencies distribute publications provided by the federal government. Putting a state agency logo and publication number on a federal document does not make it a state document.

Materials Traditionally Deposited By State Agencies

Although the following list is not exhaustive, it includes **examples** of key types of materials the depository program has traditionally collected. Use the decision tree for additional assistance.

Annual / Biennial reports	Newsletters meant for public audiences
Budgets	Laws (reprints)
Agency directories	Rules and regulations (reprints)
Financial reports	Licensing standards
Research reports	Technical bulletins
Informational studies	State Plans
Legal reports	Statistical compilations
Interim and final reports	Maps
Handbooks, guides and manuals	Task Force and Committee Reports

Materials Not Collected by the Depository Program

The depository program does not collect public records as defined by [Wis. Stat. § 16.61\(2\)\(b\)](#). The following list is not exhaustive, but includes **examples** of materials not collected.

Applications	Email
Correspondence	Forms
Publications meant for internal use	Form Instructions
Posters	Training materials
Worksheets	

To submit a document or get help email statedocuments@dpi.wi.gov or visit <https://dpi.wi.gov/rl3/resources/wi-document-depository> .

Wisconsin Document Depository Program Decision Guide

