

State Records Center Fee Schedule
Updated Fiscal Year 2023

Storage per cubic foot (annual rate for boxes)	\$4.45
Surcharges	
Emergency Services (per hour)	\$30.00
Secure Storage (per cage per month) Separate secure storage area accessible only by personnel from the creating agency or designee.	\$100.00
Emergency next day delivery (flat and retrieval)	\$10.00
Emergency same day delivery (flat and retrieval)	\$20.00
Retrieval/Interfiling	
Retrieve file (per location, including no finds)	\$1.50
Interfile new folders in existing box (per folder)	\$2.50
Copy/Scan (per page)	\$0.25
Delivery/Pickup	
Delivery (one regular weekly delivery within the Atlanta Metro area), Thursday is delivery/pickup day.	\$0.00
Pickup labor charge for new records (hour/person) + \$0.625 per mile	\$30.00
Preparation and mailing to agencies (requesting agency is responsible for the cost of postage)	\$0.00

NOTE: Agency customers will be billed quarterly for storage.