

State Records Center Fee Schedule
Fiscal Year 2027

Storage per cubic foot (annual rate for boxes) \$5.94

Surcharges

Emergency Services (per hour) \$40.00

Secure Storage (per cage per month) Separate secure storage area accessible only by personnel from the creating agency or designee. \$133.00

Emergency next day delivery (flat and retrieval) \$13.34

Emergency next day delivery (flat and agency pickup at SRC) \$6.65

Emergency same day delivery (flat and retrieval) \$26.70

Emergency same day delivery (flat and agency pickup at SRC) \$13.30

Destruction of Records not in RC inventory \$1.05

Retrieval/Interfiling

Retrieve file (per location, including no finds) \$2.00

Interfile new folders in existing box (per folder) \$3.35

Copy/Scan (per page) \$0.34

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) + \$0.725 per mile \$40.00

Preparation and mailing to agencies (requesting agency is responsible for the cost of postage) \$0.00

The cutoff for Thursday deliveries is Wednesday at noon. Emergency next day delivery fees will be added to requests received after noon.
Same day requests received after 1 PM will be delivered the next day and charged the next day fees.

NOTE: Agency customers will be billed quarterly for storage.