

State Records Center Fee Schedule
Updated for Fiscal Year 2020

Storage per Cubic foot (Annual rate of Boxes)	\$4.45
Surcharges	
Emergency Services (hour)	\$30.00
Secure Storage surcharge (per cage per month) Separate, secure storage area accessible only by personnel from the creating agency or designate.	\$100.00
Emergency next day delivery (flat + retrieval)	\$10.00
Emergency same day delivery (flat + retrieval)	\$20.00
Reboxing Records (hour rate + \$2.25 for records Box)	\$30.00
Retrieval/Interfiling	
Retrieve file (per location)	\$1.50
Interfile new folders in existing box (per folder)	\$2.50
Copy (page)	\$0.50
Fax (page)	\$0.50
Scan/Email (page)	\$0.25
Deliver/Pickup	
Delivery (one regular weekly delivery within the Metro Atlanta area) Thursday is delivery/pickup day	\$0.00
Pickup labor charge for new records (hour/person) + \$.58 per mile	\$30.00
Preparation and mailing to agencies (cost of postage is the responsibility of the requesting agency)	\$0.00
Destruction	
Overdue destruction fee per box per month	\$1.50
Records Boxes	
Records Boxes can be purchased from Records Center	\$2.25
Data Entry	
Per container: Enter container into TRIM system	\$0.25
Per folder: enter file folder into TRIM system	\$0.25

NOTE: Agency customers will be billed quarterly for storage