

State Records Center Fee Schedule
updated FY2012

Basic Storage		
	\$2.70	Storage, per cubic foot (annual)
	\$30.00	All services; hourly labor charge billed in quarter hour increments
Managed Storage		
	Storage	
	\$3.25	Storage, per cubic foot (annual)
	\$0.00	Accession of new boxes
	Retrieval & Interfiling	
	\$1.50	Retrieve box or file (per location searched)
	\$0.00	Interfile returned folders and boxes into original location (per folder or per box)
	\$2.50	Interfile new folders into existing boxes (per folder)
	Delivery & Pickup	
	\$0.00	Delivery (one regular weekly delivery within Metro Atlanta area) Thursday is delivery/pickup day
	\$0.00	Pickup (one regular weekly pickup within Metro Atlanta area) Thursday is delivery/pickup day
	\$0.00	Preparation and mailing to agencies outside Metro Atlanta area (cost of postage remains responsibility of requesting agency).
	\$10.00	Special Delivery: Next Day (call by 3:00pm for delivery next day by 5:00pm within Metro Atlanta area) + retrieval charge above
	\$20.00	Emergency Delivery: Same Day (call by 10:00am for delivery by 5:00pm within Metro Atlanta area) +retrieval charge above
	\$0.50	Per page: copies of documents for agency.
	\$0.50	Per page: Fax document to agency.
	\$0.20	Per page: Scan document for agency. (confidential records will not be emailed to agency)
	Data Entry	
	\$0.25	Per container: Enter container into TRIM system
	\$0.25	Per folder: Enter file folder into TRIM system
	Destruction	
	\$0.00	Per box: Pull records for destruction
	\$0.00	Per box: Destroy records
	\$1.50	Per box: Overdue destruction fee
Other Services		
	\$30.00	Record pickups (on demand), or other assistance: Hourly labor charge billed in quarter hour increments. Estimates provided before work is done.
Secure Storage	\$25.00	Separate, secure storage area accessible only by personnel from the creating agency (monthly surcharge)
Boxes		
	\$1.25	Boxes can be purchased from the Records Center for 1.25 per box

Note: Agency customers will be billed quarterly for storage.