



FOR IMMEDIATE RELEASE  
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### **TSLAC Approves Fees for Storage of State Records in SFY2014**

AUSTIN, TX – The Texas State Library and Archives Commission has approved the fees associated with storing non-current state records at the agency’s State Records Center in Austin. Effective September 1, 2013, the fees apply to state and local government agencies that choose to take advantage of the center’s various, cost-effective storage services. In fact, the service used by most agencies, storing non-current paper records, will experience a fee decrease come September.

The State Records Center is a 144,500 square foot facility specifically designed for the high-density, low-cost maintenance of records. Overseen by TSLAC’s State and Local Records Management Division, the center provides state agencies and local governments with cost-effective storage of infrequently or seldom used records in hard copy, electronic and microfilm formats. One example of an infrequently used record is official meeting minutes, and other such documents that capture the routine business of Texas government.

The current fee for storing paper records is \$0.24 per cubic foot. Starting September 1, the fee decreases to \$0.22. The center now holds nearly 375,000 cubic feet of paper records, 285,000 rolls of microfilm and has plenty of room for more.

“Next year’s reduction in the cost of hard copy storage is part of our ongoing efforts to remain competitive with our pricing without sacrificing our level of service,” said Craig Kelso, director of the State and Local Records Management Division.

“We also want to remind prospective state and local government customers that while it’s not mandatory to use the State Records Center, we believe it contributes to our shared responsibility to preserve the work of Texas government for the future.”

The reduced fee is part of a fee schedule prescribed by the center and approved by the commission for State Fiscal Year 2014, which begins September 1. For an overview of the center’s storage services, including eligibility criteria, the complete fee schedule, and more, visit:

<https://www.tsl.state.tx.us/slr/storage.html>

You can also contact the center directly at (512) 421-7200.

**DOCUMENT ATTACHED**

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*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

Flyer providing an overview of State Records Center fees for Fiscal Year 2014.

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**ABOUT THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**

*Formed in 1909, TSLAC is committed to giving Texans access to information and programs they can use to improve their lives and communities. We provide historical and genealogical search assistance, federal and state government documents, electronic research and library services to all Texans, including those who are unable to read standard print material because of physical or reading disabilities. For more information, visit [www.tsl.state.tx.us](http://www.tsl.state.tx.us)*

# State Records Center Fees for FY 2014



Texas State Library and Archives Commission has approved the FY-2014 fee schedule for the State Records Center. Effective September 1, 2013, hard copy storage fees will decrease. Activity, disaster recovery and microfilm production fees will increase. Microfilm storage fees will remain at their current levels.

## ***Fastest standard delivery time in Austin!***

Place your order (any combination of 10 files/boxes or less) before 10:00AM and typically get your materials the same day. Place the same size order any time before 4:00PM and typically receive your order before noon the next day at the standard rate.

Our Disaster Recovery vault is fireproof and temperature/humidity controlled to protect your backup tapes, CDs and disaster recovery materials. Rotation services are available on a daily, weekly, or monthly basis.

The State Records Center accepts permanent retention hard copy records in addition to permanent microfilm.

Since it takes time to process and complete circulation activities, please keep the following dates in mind if you wish to receive guaranteed FY-2013 pricing:

- ★ **August 7** – Last day to submit requests for destruction or permanent transfers
- ★ **August 22** – Last day to submit new transmittals for FY-2013

### **Learn more:**

**Current Fee Schedule and FY-2014 Schedule:**

**[www.tsl.state.tx.us/slrm/storage.html](http://www.tsl.state.tx.us/slrm/storage.html)**

**or call 512-421-7200**



**Our goal is to provide you with the best and most affordable records related services possible.**