



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**RECORDS STORAGE SERVICES**  
**FEE SCHEDULE (FY 2018)**

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

RECORDS STORAGE SERVICES	Unit	Fee
1. Records Center Stack Storage	Cubic Ft (CF)*	\$ 0.20
2. Oversize Documents	Call for quote	
3. Map Storage	Call for quote	
4. Microfilm storage – 16 mm roll	Each	\$ 0.07
5. Microfilm storage – 35 mm roll	Each	\$ 0.14
6. Microfiche storage	Per sheet	\$ 0.0015
7. Microfilm storage – Quarantine	Each	\$0.21
8. Microfilm storage – Cold storage	Each	\$1.00
9. Microfilm storage – Freezer storage	Each	\$2.00
10. Disaster Recovery – storage	CF	\$ 3.50
11. Disaster Recovery – circulation	CF	\$ 5.00

*Monthly Fees are assessed on the total volume of cubic feet of hard copy or microforms stored at any point during a month.*

**\*NOTE: \$0.20 per cubic foot equals \$0.24 per standard record storage box.**



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ACTIVITIES SERVICES	Unit	Fee
<b>12. Accessions</b>	Each	\$ 1.10
<b>13. Disposal and destruction</b>	Each	\$ 2.75
<b>14. Permanent Withdrawal</b>	Each	\$ 2.75
<b>15. Circulation</b>	Each	\$ 1.75
<b>16. Rush Circulation</b>	Each	\$ 3.50
<b>17. Regular Deliveries/Pickups (in City of Austin)</b>	Each	\$11.00
<b>18. Rush Deliveries/Pickups (in City of Austin)</b>	Each	\$22.00
<b>19. Special Deliveries /Pickups surcharge (in City of Austin)</b>	Each*	\$ 0.50
<b>20. Delivery mileage charge (outside City of Austin)</b>	Per mile	\$ 1.25
<b>21. Scan on demand (digital scan/transmission of documents/microfilm/microfiche)</b> <i>Note: circulation fee also applied for pull and refile (Item 15)</i>	Per page/Per frame	\$ 0.20
<b>22. Scan on demand oversize documents (digital scan/transmission of documents)</b> <i>Note: circulation fee also applied for pull and refile (Item 15)</i>	Per page	\$1.00

*\*Applied only when additional staff time is needed to remove from a location or place in location 30 or more items while at an agency.*

OTHER SERVICES	Unit	Fee
<b>23. Data entry – per line</b>	Per line	\$ 0.50
<b>24. Document Preparation (if required for scan on demand)</b>	Per hour*	\$40.00
<b>25. Research – box, file, microform assistance</b>	Per hour*	\$40.00
<b>26. Special reports – research and generation</b>	Per hour*	\$40.00
<b>27. Minimum monthly charge</b>	Each	\$15.00

*\*Charged in 15 minute increments.*

## Records Storage Service Descriptions

- 1. Records Center Stack Storage:** The monthly fee is \$0.20 per cubic foot. The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet each; this is equal to \$0.24 per month. Storage of containers other than the standard container includes either 36 or 48" roll plan (RP36, RP48).
- 2. Oversize Documents:** If documents are too large or too fragile to be housed in roll plan boxes, please contact the Records Center Manager to discuss alternatives. Charges will be based on the amount of space taken up on shelves. Arrangements for other types of storage and pricing will be taken on a case-by-case basis.
- 3. Map Storage:** Oversized maps that can be stored on shelves, map cabinets, or oversized flat boxes will be accepted on a case-by-case basis as room is available. Pricing will vary based on the amount of floor space or shelf space taken up by the maps. Please contact the State Records Center Manager for additional information.
- 3-5. Microform Storage:** Reels and Microfiche are stored in one of the microfilm vaults at the State Records Center. The rate of \$0.07 is for a 16mm reel, that fee is doubled for 35mm. The cost of storing each sheet of microfiche is \$0.0015.
- 6. Microfilm Storage – Quarantine:** Film that is identified as having oxidation, vinegar syndrome, or other degradation issues will be removed from storage. Film will be segregated into a vault designated for quarantined film. The owner of the film will have the option of duplicating the film or leaving the film in quarantine vault. Microfilm stored in this area will be charged a rate of \$0.21 per roll, per month. This is a new service in FY2018.
- 7. Microfilm Storage – Cold storage:** Fragile or degrading film will be stored between 33-55 degrees to help slow the effects of the degradation. The cost will be \$1.00 per roll, per month. This is a new service in FY2018.
- 8. Microfilm Storage – Freezer storage:** Extremely fragile or degrading film will be stored below 32 degrees to help slow the effects of the degradation. The cost will be \$2.00 per roll, per month. This is a new service in FY2018.
- 10. Disaster Recovery Vault Storage:** The fee is assessed for the total volume of cubic feet stored in the disaster recovery vault that is not processed into and/or out of disaster recovery vault storage during each month, but remains in storage for the entire month.
- 11. Disaster Recovery Vault Circulation Services:** The fee is assessed for the total volume of cubic feet processed into and/or out of the disaster recovery vault storage during each month, and includes such processing for records that are stored for less than one month.
- 12. Accession Services:** The fee is assessed for accessioning items for storage including these activities: receive request to store; create new items in tracking software; assign locations; generate and print labels; affix labels; and add to shelves. The charge is per item (box, reel, etc.).
- 13. Disposal and Destruction Services:** The fee is assessed for removing items from storage including these activities: verify request against retention schedule; staff pull from shelves; staff verify boxes pulled; palletize; shrink wrap; staff present at vendor pick up for secure destruction; and staff mark items as destroyed in tracking software. The charge is per item (box, reel, etc.).
- 14. Permanent Withdrawal Services:** The fee is assessed for permanent withdrawal of items from storage including these activities: pull from shelf; send to customer; and mark items as permanently returned to customer in tracking software. Includes items transferred from agency to agency or to transfer ownership to the State Archives. The charge is per item (box, reel, etc.).
- 15.1 Circulation Services:** The fee is assessed for circulating items to/from storage including these activities: process request from customer to borrow or return borrowed items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from/return to shelf; send to customer; and mark item in/out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled.
- 15.2 Microfiche Circulation:** Microfiche circulation will be calculated either by batch pull (pulling one set = 1 pull fee) or by individual fiche within a set if the request is for anything other than a full batch (e.g. 5 single fiche pulled from on large set or several different sets = 5 pull fees).
- 16. Rush Circulation Services:** The fee is assessed for circulating items from storage that are requested to be retrieved prior to the next standard delivery/pick up cycle. These activities include: process request from customer to borrow items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from a shelf; stage at records center for pick up by customer or send to customer; and mark item out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled. In addition to the Rush circulation charge, if the item(s) is to be delivered to the customer the Rush Delivery charge will be applied as well (Item 18).
- 17. Regular Deliveries/pickups (in city of Austin):** Records requested will typically be delivered within one business days or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).
- 18. Rush Deliveries/Pickups (in city of Austin):** Applies to RUSH requests that were retrieved and delivered prior to the next standard delivery/pick up cycle. In addition, a Rush Circulation Service fee is also applied for Rush requests (Item 16).
- 19. Special Deliveries/Pickups surcharge (in City of Austin):** This fee is added to each item over 30 items that requires additional time of State Records Center staff at the pickup/delivery site because items are not staged properly in a dock or prior agreed upon

staging area. Some examples of when the surcharge would be applied are: when SRC staff are required to remove boxes from shelves; boxes or files are scattered across a facility requiring staff to wait to have items brought to them or go to multiple locations to pick up; boxes are stacked out of order; when returning boxes staff are requested to place boxes on a shelving unit or to stack boxes in anyway other than how they are on the carts.

**20. Delivery Mileage Charge (outside city of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.

**21. Scan on Demand:** Applies to a per page or per frame of microforms fee for the State Records Center to scan a document and digitally transmit that document to the customer via email. NOTE: Circulation charges also apply to the scan on demand service. (Item 15).

**22. Scan on Demand oversize documents:** Applies to a per page fee for the State Records Center to scan a document and digitally transmit that document to the customer via email. NOTE: Circulation charges also apply to the scan on demand service. (Item 15).

**23. Data Entry:** The State Records Center has implemented a new automated inventory system that allows customers access to the system from their office. As a service to our customers the SRC will continue to data enter accession information or accept email and phone requests for circulation of items and then enter those requests into the system for a charge of \$0.50 per line. If customers choose to do their own data entry, the charge will be waived. Creation of labels will not incur a charge.

**24. Document Preparation (if required for scan on demand):** Document preparation involves repairing and arranging documents in the proper order, removing fasteners, stamping/coding, etc. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

**25. Research – box, file, microform assistance:** hourly charge of \$40.00 per hour to research box contents on customer's behalf; to search multiple boxes for particular files; to find individual images on reels of microfilm or sheets of microfiche to fulfill a scan on demand request. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

**26. Special reports – research and generation:** hourly charge of \$40.00 per hour to research and create custom reports for customers. Standard reports can be generated by customers through the records tracking system for free. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

**27. Monthly Minimum Storage Fee:** A minimum monthly storage fee of \$15.00 will be charged at the end of each month for any customer that has a total storage cost of less than that amount.

**Other Services:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to re-box materials if received in poor condition (including per box charge for new boxes); and storage of oversized and/or odd shaped records that will not fit in a standard records center box. Please call for quote.

### Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

**Agency:** A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

**Cubic Foot (CF):** The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet.

**Customer:** Includes state agencies and units of local government.

**Disaster recovery services:** The temporary off-site storage and regular rotation of a security backup copy of records for the purpose of recovering information in the event of a disaster.

**Local Government:** A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.