



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**RECORDS STORAGE SERVICES**  
**FEE SCHEDULE (FY 2015)**

(Approved by the Library and Archives Commission April 8, 2014)

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.

<b>RECORDS STORAGE SERVICES</b>	<b>Unit</b>	<b>Fee</b>
<b>1. Records Center Stack Storage</b>	Cubic Ft (CF)	\$ .20
<b>2. Microfilm storage – 16 mm roll</b>	Each	\$ .07
<b>3. Microfilm storage – 35 mm roll</b>	Each	\$ .14
<b>4. Microfiche storage – per 100 sheets</b>	Per 100	\$ .15
<b>5. Disaster Recovery – storage</b>	CF	\$ 3.00
<b>6. Disaster Recovery – rotation</b>	CF	\$ 4.00
<b>7. Accessions</b>	Each	\$ 1.00
<b>8. Disposal and destruction</b>	Each	\$ 2.50
<b>9. Permanent Transfers</b>	Each	\$ 2.50
<b>10. Circulation</b>	Each	\$ 1.50
<b>11. Regular Deliveries/Pickups (in City of Austin)</b>	Each	\$10.00
<b>12. Expedited Deliveries/Pickups (in City of Austin)</b>	Each	\$20.00
<b>13. Delivery mileage charge (outside City of Austin)</b>	Per mile	\$ .75
<b>14. Scan on demand (digital scan/transmission of documents)</b> <i>Note: Includes circulation fee for pull and refile (Item 10)</i>	Per page	\$ .20
<b>15. Data entry – per line*</b>	Per Line	\$ .30
<b>16. Minimum monthly charge</b>	Each	\$10.00

**Fees are assessed on the total volume of cubic feet stored on the last calendar day of each month.**

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

*\*The data entry fees will be waived if the customer enters their own data into the State Records Center automated inventory system. The fee will only be assessed if the customer prefers for SRC staff to data enter containers in the system after implementation. No charges will be assessed until the system is functional and external for six months to give all customers an opportunity to receive training on how to use the system.*

## 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 one cubic foot container includes either 36 or 48" roll plan (RP36, RP48). Other sized boxes must be pre-approved by the State Records Center Manager.

**2-4. 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 100 sheets of microfiche is \$0.15.

**5. Disaster Recovery Vault Rotation 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.

**6. 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.

**7. 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.).

**8. 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.).

**9. Permanent Transfer Services:** The fee is assessed for permanent transfer 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 State Archives' ownership. The charge is per item (box, reel, etc.).

**10.1 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, reel, etc.) each time the item is handled.

**10.2 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).

**11. 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.).

**12. Expedited Deliveries/Pickups (in city of Austin):** Applies to same-day RUSH requests.

**13. 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.

**14. Scan on Demand:** 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.

**15. Data Entry:** In FY15 the State Records Center anticipates implementation of a new automated inventory system. As a service to our customers we will data enter accession information for a cost of \$0.30 per line. If customers do their own data entry, the cost will be waived. Customers will only incur this charge if they task accession paperwork entirely to the State Records Center staff.

**16. Monthly Minimum Storage Fee:** A minimum monthly storage fee of \$10.00 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 research box contents on customer's behalf; to search multiple boxes for particular files; to re-box customer's materials if received in poor condition (including per box charge for new boxes); per page fees charged for copying or faxing materials in lieu of delivery; and hourly rates charged for custom reports (standard reports will be available at no charge). 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.