



# STATE AND LOCAL RECORDS MANAGEMENT DIVISION RECORDS STORAGE SERVICES

## FEE SCHEDULE (FY2011)

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All fees for records storage services include the accessioning of state records, inventory control indexing (with bar coding where applicable), storage in environment and security controlled facilities, circulation services, and final disposition.

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

### **Records center stack storage**

The monthly fee is \$0.198 per cubic foot. The fee is assessed on the total volume of cubic feet stored in stack areas on the last calendar day of each month.

### **Microfilm security vault storage**

The monthly fee is \$0.045 per microfilm 16mm roll equivalent. The fee is assessed for the total volume of microfilm 16mm roll equivalents stored in the microfilm security vault on the last calendar day of each month. For the purposes of calculating microfilm security vault storage, one 35mm roll of film is equivalent to two 16mm rolls; sixty microfiche are equivalent to one 16mm roll.

### **Disaster recovery vault rotation services**

The disaster recovery rotation fee is \$2.51 per cubic foot. The fee is assessed for the total volume of cubic feet processed into and/or out of disaster recovery vault storage during each month, and includes such processing for records that are stored for less than one month.

### **Disaster recovery vault storage**

The disaster recovery storage fee is \$1.62 per cubic foot. 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.

An annual minimum storage fee of \$26.40 will be charged at the end of the fiscal year for any agency that has a total storage cost of less than that amount.

The fee for containers other than the standard one cubic foot container is determined based on the amount of shelf space that could be used if occupied by standard records center containers. For example, a container occupying the space that would otherwise hold two standard records center containers would be assessed a fee equivalent to twice the cubic foot fee. Storage of containers other than the standard one cubic foot container must be pre-approved by the records center services manager.

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## 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.

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

**Cubic foot**—A storage measurement equal to a standard records center container. (Approximate measurements are 12 ¼ inches wide by 15 ¾ inches long by 10 ¼ inches high.)

**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.

**Microfilm**—Roll microfilm, microfiche, computer output microfilm (COM), and all other formats produced by and method of microphotography or other means of miniaturization on film.

**Microfilm 16mm roll equivalent**—A storage measurement equal to a standard 16mm roll of microfilm and to 60 microfiche, microfiche jackets or aperture cards. One reel of 35mm film is equal to two microfilm 16mm roll equivalents.