



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**RECORDS STORAGE SERVICES**  
 and  
**MICROFILMING IMAGING AND DUPLICATING SERVICES**

**FEE SCHEDULE (FY 2014)**

(Approved by the Library & Archives Commission April 24, 2013)

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>Records Center Stack Storage</b>	Cubic Ft (CF)	\$ .22
<b>Microfilm storage – 16 mm roll</b>	Each	\$ .09
<b>Microfilm storage – 35 mm roll</b>	Each	\$ .18
<b>Microfiche storage – per 100 sheets</b>	Per 100	\$ .15
<b>Disaster Recovery – storage</b>	CF	\$ 3.00
<b>Disaster Recovery – rotation</b>	CF	\$ 4.00
<b>Accessions</b>	Each	\$ 1.00
<b>Disposal and destruction</b>	Each	\$ 2.50
<b>Permanent Transfers</b>	Each	\$ 2.50
<b>Circulation</b>	Each	\$ 1.50
<b>Regular Deliveries/Pickups (in City of Austin)</b>	Each	\$10.00
<b>Expedited Deliveries/Pickups (in City of Austin)</b>	Each	\$20.00
<b>Delivery mileage charge (outside City of Austin)</b>	Per mile	\$ .75
<b>Minimum monthly charge – (replaces minimum annual charge)</b>	Each	\$ 10.00

*NOTE: \$0.22 per cubic foot equals \$0.264 per standard record storage box.*

<b>MICROFILMING IMAGING AND DUPLICATING SERVICES</b>	<b>Unit</b>	<b>Fee</b>
<b>Frames Filmed (Rotary Camera/16 mm)</b>	Per Frame	\$.07
<b>Frames Filmed (Digital Archive/16 mm)</b>	Per Frame	\$.07
<b>Document Preparation per Hour</b>	Per hour	\$30.00
<b>Original Reels Processed (5 Mil)</b>	Each	\$15.00
<b>Original Reels Processed (2.5 Mil)</b>	Each	\$20.00
<b>Original Reels Processed (35 mm)</b>	Each	\$15.00
<b>Reels Duplicated Silver (2.5 Mil – 16 mm)</b>	Each	\$30.00
<b>Reels Duplicated Silver (35 mm Direct)</b>	Each	\$35.00
<b>Reels Duplicated Silver (35 mm Print)</b>	Each	\$35.00
<b>Reels Duplicated Silver (5 Mil)</b>	Each	\$25.00
<b>Reels Duplicated Diazo (2.5 Mil – 16 mm)</b>	Each	\$20.00
<b>Reels Duplicated Diazo (5 Mil – 35 mm)</b>	Each	\$25.00
<b>Reels Duplicated Diazo (5 Mil – 16 mm)</b>	Each	\$20.00
<b>Jackets Loaded</b>	Each	\$2.50
<b>Jackets Duplicated (Diazo)</b>	Each	\$2.00
<b>Postage</b>	Per shipment	actual cost
<b>Minimum order for filming services</b>	Each	\$150.00

Charges for services not listed will be quoted after determining unique client needs.

## Records Storage Service Descriptions

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

**Records center stack storage:** The monthly fee is \$0.22 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 \$0.264 per month.

The fee for containers other than the standard record storage box 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.

**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.

**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.

**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; put on shelves; and send customer confirmation with location numbers. The charge is per item (box, reel, etc.).

**Disposal & 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.).

**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.).

**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.

**Microfiche Circulation:** Microfiche circulation will be calculated either by batch pull (pulling one tracking number = 1 pull fee) or by individual fiche within a tracking number if the request is for anything other than a full batch (e.g. 5 single fiche pulled from on large tracking number or several different tracking numbers = 5 pull fees).

**Regular Deliveries/Pickups (in City of Austin):** Records requested will 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.).

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

**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.

**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.

## Microfilming Imaging & Duplicating Services Descriptions

The Imaging Services Unit of the State Library and Archives Commission's Records Management Division (RMD), offers some microfilm imaging services to state agencies and local governments. All microfilm produced by the unit meets the requirements found in the *Microfilming Standards and Procedures* for state agencies and local governments.

**Source Document Microfilming:** Imaging Services films documents on rotary cameras using 16mm silver halide film. The charges for source document microfilming on rotary cameras will be quoted after determining client requirements and specifications and, in some cases, after test filming a sample of the documents to better evaluate format and client needs.

The charges includes film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels and transmittal forms that provide the records series title, roll number, and beginning and ending contents of each roll.

**Digital Archiving Services:** Digital archiving converts scanned images to archival microfilm for permanent storage and vital/essential record protection in the case of disaster (including technology obsolescence). Input file format should conform to TIFF Group IV single page specifications and can be sent to the Texas State Library using CD-ROM or portable hard drive. Output format is archival 16mm silver halide microfilm. The charges for digital archive microfilming will be quoted after determining client requirements and specifications.

**Jacket Loading:** Jacket services include, cutting film, loading film into jacket sleeves or channels, adding to the jacket and manually labeling each jacket.

**Document Preparation:** Document preparation involves repairing and arranging documents in the proper order, purging documents not requiring filming, removing fasteners, stamping/coding, inserting targets, etc.

**Postage and Handling:** Actual charges will be added for postage and handling to return Source documents and reels to the customer. Customer can request special services such as Delivery Confirmation.

**Deliveries/Pickups:** Delivery or pickup charges will be assessed in the same manner as detailed in the Records Storage fees and descriptions in this document.

**Disposal of Hard Copy after Imaging:** Source documents may be returned to the customer or disposal may be authorized. If authorized for disposal, hard copy recyclable materials will be charged at \$0.02 per pound and non-recyclable at \$0.08 per pound. A regular or expedited delivery charge will be assessed on documents returned.

## 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.

**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.