



FY15 Storage Rates

Records Stored in Boxes	\$0.29/1.2 cubic feet/month
Records Stored in Open Shelves (shelf/month)	\$0.83/36 lineal filing inches
Tapes/Cartridges	\$0.12/tape/month
Cases of Tapes/Cartridges	\$0.60/case/month
Microfiche or Aperture Cards (Tub)	\$0.12/month
Reel Microfilm	\$0.12/month
File Level Storage	\$0.02/file/month

Note: The standard Records Center box is 1.2 cubic feet. Pricing for other allowable box sizes is based on their size relationship to the standard box. Non-standard boxes, if accepted, will be designated an odd-sized box and subject to higher storage charges. Contact the Records Center for more information.

FY15 Service Rates

Record Retrieval (Paper, Microforms, Electronic Media)	\$2.50/record
Record Return to SRC (Paper, Microforms, Electronic Media)	Included in above
Computer Tape or Cartridge Case Retrieval	\$3.05/case
Computer Tape or Cartridge Return to Storage	Included in above
Box Retrieval	\$3.05/box
Box Return	Included in above

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Interfiles (add files to existing inventory)	\$2.75/record
File Level Data Entry	\$1.10/file
Confidential Destruction-Paper (Boxes/materials not in inventory)	\$2.80/box
Bulk Service-Confidential Destruction-Paper* (Includes container and pallet)	\$45.00/pull
<i>* Service limited to facilities with accessible loading dock</i>	
Witnessed Destruction-Paper Onsite	\$90./500 pounds + vendor charges
Confidential Destruction-Microfilm/Electronic records	\$2.80/box; plus \$0.50/lb.