



Records Services Price List – Effective Nov. 1, 2001 – page 1

Records storage:

Minimum charge (fewer than 12 boxes in storage)	20.00	per fiscal year
Flat rate charge (maximum of 100 boxes; inclusive of all activities)	3.00	per box per fiscal year
Standard box (12 in. wide X 15 in. long x 10 in. high)	.10	per box per month
Computer binder box (13 in. wide X 16 in. long X 12 in. high)	.20	per box per month
X-ray Box	.30	per box per month
“Bankers box” (12 in. wide X 24 in. long X 10 in. high)	.20	per box per month
Other non-standard boxes (on approval only)	.10	per cu. ft. of shelf per month
Records held past retention period without reason	1.00	per box per month
Records not on approved retention schedule	1.00	per box per month
Over-packed standard box (less than 3 in. of spare space)	.50	per box per month
Pre-printed box labels & data input forms	n/c	
Splitting billing accounts beyond two organizational (division) levels	10.00	per account per month

Pick up/delivery of records (within 10 mi. of RMC):

1 to 20 boxes	5.00	per trip
21 to 40 boxes	6.00	per trip
41 to 60 boxes	7.00	per trip
61 to 80 boxes	8.00	per trip
80 to 100 boxes	9.00	per trip

Pick up/delivery of records (10 to 30 mi. from RMC):

1 to 20 boxes	10.00	per trip
21 to 40 boxes	12.00	per trip
41 to 60 boxes	14.00	per trip
61 to 80 boxes	16.00	per trip
80 to 100 boxes	18.00	per trip

Pick up/delivery of records (outside of Maricopa County)

1 to 20 boxes	5.00 + .40/mi.	per trip
21 to 40 boxes	6.00 + .40/mi.	per trip
41 to 60 boxes	7.00 + .40/mi.	per trip
61 to 80 boxes	8.00 + .40/mi.	per trip
80 to 100 boxes	9.00 + .40/mi.	per trip

Up and in to RMC (accession handling fee)

.50 per box

Box accession data input - customer input

n/c per box

Box accession data input (up to 100 characters)

1.00 per box

Box accession data input (100 to 200 characters)

2.00 per box

Corrections made to input data (customer error)

1.00 per box



Records Services Price List – Effective Nov. 1, 2001 – page 2

Indexing or re-indexing boxes (detailed index of contents)	0.01	per key stroke
Retrieval:		
normal (within 24 hours) including input	1.50	per file or box
(discount for client entering input)	(.50)	per file or box
emergency (within 2 hours) including input	10.00	per file or box
emergency after-hours (weekends and holidays included) including input	50.00	per file or box
Delivery:		
interagency mail	n/c	
will call or courier	n/c	
U.S.P.S.	5.00	per file
U.S.P.S.	15.00	per box
Tucson Shuttle	10.00	per file
Tucson Shuttle	50.00	per box
RMC courier (within 10 miles)	12.50	per trip
RMC courier (10 to 30 miles)	25.00	per trip
Copies (xerographic):		
8.5 in. x 11 in.	.10	per page
8.5 in. x 14 in.	.15	per page
Faxed delivery (Maricopa County)	.10	per page + copy cost
Fax long distance charge	2.00	per fax call
Refiles (records retrieved from RMC):		
Files	1.50	per file
Whole box	1.50	per box
Inter-files (records added to file at RMC)	5.00	per file action
Splitting records box	5.00	per action + box
New boxes (std. 12 in. x 15 in. x 10 in.) [+ delivery charges]	.90	per box
“Destruction due” report	n/c	per 10 pages
Pull box for destruction	1.50	per box
Recycle records for destruction	n/c	(RMC receives market price)



Records Services Price List – Effective Nov. 1, 2001 – page 3

Confidential destruction (shredding):

Standard records box	3.00	per box
Other containers	.10	per lb.

Container information report:

1 or 2 annually	n/c	
Additional reports	1.00	per 10 pages

Custom query reports

2.00	per 10 pages
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Account set-up fee

(one time charge for setting up new accounts)

10.00	per account
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Miscellaneous Charges (.25 hr. increments)

15.00	per hour
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Vault Storage Fees

Magnetic and optical media storage:

Reel/cartridge loose on shelves	.12	per slot per month
“Arcus” style 9-track reel steel containers	2.75	per container. per month
Large plastic 9-track containers (2.5 cu. ft.)	5.00	per container. per month
“Tackle-box” style containers for small format cartridges	1.75	per container. per month
“Attache case” style containers	3.50	per container. per month
“Anvil case” style containers (1 cu. ft.)	3.00	per container. per month
“Suitcase” style containers	5.00	per container. per month
Corrugated paper 9-track tape boxes (1 cu.ft.)	3.00	per container. per month
Std. Records box (12 in. wide X 15 in. long X 10 in. high)	4.00	per container. per month
Misc. 1 cu. ft. containers	3.00	per container. per month
Misc. 1.5 – 2.5 cu. ft. containers	5.00	per container. per month
Misc. 2.5 – 3.0 cu. ft. containers	6.00	per container. per month

Micrographics storage:

16mm x 100 ft. roll	n/c	per roll per month
16mm x 215 ft. roll (thin base)	n/c	per roll per month
35mm x 100 ft. roll	n/c	per roll per month
Std. Records box (1.25 cu. ft.)	n/c	per box per month

Pick up and delivery (exchange) :

Weekly	50.00	per month
Bi-weekly	25.00	per month
Monthly	12.50	per month



Records Services Price List – Effective Nov. 1, 2001 – page 4

Media destruction (physical destruction of media):

16mm x 100 ft. roll	.	per roll
16mm x 215 ft. roll (thin base)	.	per roll
35mm x 100 ft. roll	.	per roll
11 in. 9 track mag. Tapes	.	per tape
small format tape cartridges & cassettes	.	per tape

Retrieval:

normal (24 hour) including input	1.50	per tape, roll or box
emergency (2 hour) including input	10.00	per tape, roll or box
emergency after-hours including input	50.00	per tape, roll or box

Preservation Imaging Services

Film Processing:

16mm x 100 ft.	*	per roll
16mm x 215 ft.	*	per roll
16mm x 130 ft.	*	per roll
35mm x 100 ft.	*	per roll
35mm x 130 ft.	*	per roll

Diazo duplicating:

16mm x 100 ft.	*	per roll
16mm x 215 ft.	*	per roll
16mm x 130 ft.	*	per roll
35mm x 100 ft.	*	per roll
35mm x 130 ft.	*	per roll

Silver Duplicating:

16mm x 100 ft. positive	*	per roll
16mm x 215 ft. positive	*	per roll
16mm x 130 ft. positive	*	per roll
35mm x 100 ft. positive	*	per roll
35mm x 130 ft. positive	*	per roll
16mm x 100 ft. negative	*	per roll
16mm x 215 ft. negative	*	per roll
16mm x 130 ft. negative	*	per roll
35mm x 100 ft. negative	*	per roll
35mm x 130 ft. negative	*	per roll

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 Phone: 602-926-3815 λ Fax: 602-256-256-2838 λ E-mail: rmd@lib.az.us



Records Services Price List – Effective Nov. 1, 2001 – page 5

Filming projects (16mm planetary):

Document preparation	*	per hour
Refiling, verifying file order	*	per hour
Filming 8.5 in. x 11 in. one-sided documents	*	per M pages
Filming 8.5 in. x 11 in. two-sided documents	*	per M pages
Filming 8.5 in. x 14 in. one-sided documents	*	per M pages
Filming 8.5 in. x 14 in. two-sided documents	*	per M pages
All other sizes	*	

Film inspection * per hour

Scanning/digitizing *

Digital to Film Conversion *

* Call for a Quote, costs very depending on condition and volume of documents.

ALL PAYMENTS ARE DUE 30 DAYS FROM DATE OF INVOICE.