

**RON DESANTIS** 

Governor

**CORD BYRD**Secretary of State

# Florida State Records Center Records Storage Fee Schedule as of July 1, 2023

Service Type	Fee Per Cubic Foot Carton (Unless Defined)	Services Included
Accessioning – Onsite Pickup	\$1.45 (plus transportation fee if applicable)	<ul> <li>On-site pickup in Leon County</li> <li>Administrative processing and recordkeeping</li> <li>Total Recall system training</li> </ul>
Accessioning – delivery from outside of Leon County	\$0.50	<ul> <li>Receipt of boxes at the center</li> <li>Administrative processing and recordkeeping</li> <li>Total Recall system training</li> </ul>
Storage and Reference Service	\$0.27 per month	<ul> <li>Short- and long-term storage</li> <li>Restricted access area with intrusion alarm and sprinkler system</li> <li>Free retrieval and refile Monday through Friday, 8:00 a.m. to 5:00 p.m.</li> <li>Delivery and pickup in Leon County</li> </ul>
Non-Standard Box Storage	\$0.58 per box per month	<ul> <li>Short term storage of pre-packaged agency materials such as publications, marketing and promotional materials.</li> <li>Accessioning and withdrawal fees apply</li> <li>Free delivery in Leon County</li> </ul>
Deaccession – disposal, permanent withdrawal or transfer to Archives	\$0.40	<ul> <li>Free monitoring of record retention schedules</li> <li>Free notification of records eligible for destruction</li> </ul>
Records Storage Cartons	\$35 per flat (bundle of 25)	Includes delivery in Leon County





Emergency Access Fee	\$75.00 per hour, 1 hour minimum	<ul> <li>On-call emergency access 24 hours per day, seven days per week during non-working hours and holidays</li> <li>Emergency Phone: 850.509.0276</li> </ul>
Transportation Service Fee (up to 50 miles)	\$20 per trip	Pickup or delivery outside of Leon County up to 50 miles one way
Transportation Service Fee (51-85 miles)	\$30 per trip	• Pickup or delivery 51-85 miles one way
Transportation Service Fee (86-120 miles) *Customers exceeding 120 miles should contact the center to inquire about alternative delivery methods.	\$40 per trip	Pickup or delivery 86-120 miles one way

**Additional Services Provided by the State Records Center** 

Service Type	Fee	Services Include
Disposal of Records Stored at Agency Site	\$1.40 per cubic foot carton	Pickup in Leon County
Research	\$10 per request	<ul> <li>Search for specific items within a folder</li> <li>10 free paper or digital images</li> <li>\$0.25 for additional pages</li> </ul>
Records Indexing	\$1.00 per file	• Index of folders within a box into the Total Recall database



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### Florida State Records Center Security Film Fee Schedule as of July 1, 2023

Service Type	Fee Per 16mm Roll, 35 mm Roll or Bundle of 35 Fiche	Services Included
Accessioning	\$0.12 Must be in inert/acid free containers	<ul> <li>Administrative processing and recordkeeping</li> <li>Transfer documentation, including container listing</li> </ul>
Storage and Reference Service	\$0.04 per month (\$0.48 per year)	<ul> <li>Secure fireproof vault storage</li> <li>Restricted access area with intrusion alarm and sprinkler system</li> <li>Temperature- and humidity-controlled environment</li> <li>Free retrieval and refile Monday through Friday, 8:00 a.m. to 5:00 p.m.</li> <li>Free delivery in Leon County</li> </ul>
Permanent Withdrawal	\$0.06	Customer pays actual cost of shipping outside Leon County
Disposal	\$0.40 plus vendor destruction cost	<ul><li>Secure, environmentally friendly disposal</li><li>Agency must pre-pay vendor disposal cost, quote provided</li></ul>
Research	\$10	<ul> <li>Search for specific items within a folder</li> <li>10 free paper or digital images</li> <li>\$0.25 for additional pages</li> </ul>
Acid-Free Containers	\$0.05 per container + \$20 per hour labor charge	<ul> <li>Re-boxing of microfilm items received in acidic containers</li> <li>Envelopes for microfiche not bundled in acid-free envelopes</li> </ul>







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## Florida State Records Center Electronic Media Storage Fee Schedule as of July 1, 2023

### **Electronic Media Stored Include:**

- Computer tapes (reel-to-reel)
- Floppy disks
- Computer cartridges
- Flash drives

- Hard drives
- Optical disks
- Magnetic disks
- Other media

Service Type	Fee	Services Included
Shelf Rental	\$20.00 per month	<ul> <li>Secure fireproof vault storage</li> <li>Temperature- and humidity-controlled environment</li> <li>Storage in restricted-access vault with intrusion alarm and sprinkler system</li> <li>Free access Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays</li> </ul>
Cubic Foot Rental	\$3.50 per month	• 15x12x10-inch space
Pickup and Delivery	Quoted on a case- by-case basis	Available in Leon County
Out of Town Shipping	Varies	Shipping charges billed directly to recipient by courier
<b>Emergency Access</b>	\$75.00 per hour – one hour minimum charge	<ul> <li>On-call emergency access 24 hours per day, seven days per week during non-working hours and holidays</li> <li>Emergency Phone: 850.509.0276</li> </ul>



