



FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

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

Table with 3 columns: Service Type, Fee Per Cubic Foot Carton (Unless Defined), and Services Included. Rows include Accessioning - Onsite Pickup, Accessioning - delivery from outside of Leon County, Storage and Reference Service, Non-Standard Box Storage, Deaccession - disposal, permanent withdrawal or transfer to Archives, and Records Storage Cartons.



<b>Emergency Access Fee</b>	\$75.00 per hour, 1 hour minimum	<ul style="list-style-type: none"> <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>
<b>Transportation Service Fee (up to 50 miles)</b>	\$20 per trip	<ul style="list-style-type: none"> <li>• Pickup or delivery outside of Leon County up to 50 miles one way</li> </ul>
<b>Transportation Service Fee (51-85 miles)</b>	\$30 per trip	<ul style="list-style-type: none"> <li>• Pickup or delivery 51-85 miles one way</li> </ul>
<b>Transportation Service Fee (86-120 miles)</b> <b>*Customers exceeding 120 miles should contact the center to inquire about alternative delivery methods.</b>	\$40 per trip	<ul style="list-style-type: none"> <li>• Pickup or delivery 86-120 miles one way</li> </ul>

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

<b>Service Type</b>	<b>Fee</b>	<b>Services Include</b>
<b>Disposal of Records Stored at Agency Site</b>	\$1.40 per cubic foot carton	<ul style="list-style-type: none"> <li>• Pickup in Leon County</li> </ul>
<b>Research</b>	\$10 per request	<ul style="list-style-type: none"> <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>
<b>Records Indexing</b>	\$1.00 per file	<ul style="list-style-type: none"> <li>• Index of folders within a box into the Total Recall database</li> </ul>



FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

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

Table with 3 columns: Service Type, Fee Per 16mm Roll, 35 mm Roll or Bundle of 35 Fiche, and Services Included. Rows include Accessioning, Storage and Reference Service, Permanent Withdrawal, Disposal, Research, and Acid-Free Containers.





FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

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

Table with 3 columns: Service Type, Fee, Services Included. Rows include Shelf Rental, Cubic Foot Rental, Pickup and Delivery, Out of Town Shipping, and Emergency Access.

