



MICHELE REAGAN  
Secretary of State  
State of Arizona

ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS  
A DIVISION OF THE ARIZONA SECRETARY OF STATE

Dr. Ted Hale, Director  
State Archives, Records Management



Preservation Imaging Pricing\*

<u>Microfilm Service</u>	<u>Unit</u>	<u>Fee</u>
Paper document preparation	per Hour	\$20.00
Re-filing source documents	per Hour	\$20.00
<u>Filming Digital Files to Silver Microfilm</u>		
Set-up	per Job	\$25.00
16mm: Digital Imaging (up to 8½" x 14")	per Page	\$0.035
35mm: Digital Imaging (up to 18" x 24")	per Page	\$0.045
<u>Filming Paper to Silver Microfilm – 16mm</u>		
Up to 8½" x 11", one-sided documents	per Page	\$0.06
Up to 8½" x 11", two-sided documents	per Page	\$0.08
Up to 11" x 14", one-sided documents	per Page	\$0.07
Up to 11" x 14", two-sided documents	per Page	\$0.09
<u>Filming Paper to Silver Microfilm – 35mm</u>		
Up to 11" x 18", one-sided documents	per Page	\$0.07
Up to 11" x 18", two-sided documents	per Page	\$0.09
Up to 14" x 28", one-sided documents	per Page	\$0.08
Up to 14" x 28", two-sided documents	per Page	\$0.10
Larger, fragile, special need documents	Call for Quote	
<u>Silver Halide Film and Processing</u>		
16mm x 100'	per Roll	\$15.50
16mm x 215'	per Roll	\$24.95
35mm	per Roll	\$39.00
<u>Processing Only</u>		
16mm	per Roll	\$8.50
35mm	per Roll	\$9.50
Step test	per Roll	\$5.00
<u>Film Inspection (Microfilm against Paper Originals)</u>		
Grade 1 (100% inspection)	per Image	\$0.04
Grade 2 (10% inspection)	per Image	\$0.013
<u>Silver Film Duplication</u>		
16mm x 215'	per Roll	\$20.50
35mm x 100'	per Roll	\$17.50
35mm x 130'	per Roll	\$21.95
<u>Diazo Film Duplication</u>		
16mm x 100'	per Roll	\$7.95
16mm x 215'	per Roll	\$14.95
35mm	per Roll	\$15.55
<u>Scanning Microfilm to Digital Files</u>		
Set-up	per Job	\$25.00
300 dpi	per Image	\$0.025
300 dpi	per Roll	\$54.95

Microfilm Service

Scanning Microfilm to Digital Files (continued)

	<u>Unit</u>	<u>Fee</u>
600 dpi	per Image	\$0.035
600 dpi	per Roll	\$84.95

Scanning Paper Documents to Electronic Files

Automatic/Docufeeder)

	<u>Unit</u>	<u>Fee</u>
300 dpi (letter/legal)	per Image	\$0.05
600 dpi (letter/legal)	per Image	\$0.07
300 dpi (11 x 17)	per Image	\$0.10
600 dpi (11 x 17)	per Image	\$0.15

Scanning Paper Documents to Electronic Files

Manual/Oversize up to 3' x 4')

	<u>Unit</u>	<u>Fee</u>
300 dpi	per Image	\$0.075
600 dpi	per Image	\$1.50
Image Enhancement (Photoshop)	per hour	\$25.00
OCR	per Image	\$0.02
Index	per Image	\$0.02
Burn to DVD	per Disk	\$5.00
Direct download via file share		No charge

Warehouse and Vault Pricing\*

Warehouse and Storage Services

	<u>Unit</u>	<u>Fee (per month)</u>
Warehouse Storage/Standard Records Box	Each	\$0.29
Vault Storage per Box/Tape Tote	Each	\$1.50
Map Tubes	Each	\$0.87
X-Ray Boxes	Each	\$0.87

Record Pick-up and Delivery

	<u>Unit</u>	<u>Fee</u>
Pick-up for Accessioned Items	per Trip	No Charge
Pick-up for Non-Accessioned Items	per Trip	\$20.00
File or Box Deliveries	per Trip	\$20.00
Mileage Outside of the Capital Mall	per Mile	\$0.75

Expedited Retrievals

	<u>Unit</u>	<u>Fee</u>
2 Hours	Each	\$13.00
After Hours	Each	\$50.00

Records Destruction Services Fees

	<u>Unit</u>	<u>Fee</u>
Shredding - Paper Records	per Box	\$0.60
Shredding - Non-Paper Records	per Pound	\$0.20
Witnessed destruction		on request

Disaster Recovery Vault Rotation Services

	<u>Unit</u>	<u>Fee</u>
Weekly Tape exchange	per Month	\$100.00
Self Service exchange		No Charge

\*Prices effective January 1, 2016.

RECORDS MANAGEMENT CENTER

1919 West Jefferson • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/>  
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

An Equal Opportunity Employer