



KATIE HOBBS
SECRETARY OF STATE

STORAGE PRICING

(UPDATED SEPTEMBER 2021)

	<u>UNIT</u>	<u>FEE</u>
<u>WAREHOUSE AND STORAGE SERVICES</u>		
New Storage*	Cubic foot	\$0.30/month
Box Storage*	Cubic foot	\$0.30/month
Vault Storage**	Cubic foot	\$1.50/month
<u>RECORD PICK-UP</u>		
Pick up for new items (<100 items)	Per Trip	No Charge
Pick-up for new items (>100 items)	Per Item	\$2.75
Record Returns	Per Order	No Charge
Mileage Charge (for trips greater than 25 miles from Iron Mountain Facility)	Per Mile	\$0.75
<u>RECORD DELIVERIES</u>		
Standard Delivery (<100 items)	Per Order	No Charge
Standard Delivery (>100 items)	Per Item	\$2.75
Half Day Delivery (before 12:00 PM)	Per Order	\$15.00
3 Hour Rush Delivery (8:00 AM-5:00 PM, Monday through Friday)	Per Order	\$15.00
Rush Delivery (After Hours, Weekends and Holidays)	Per Order	\$45.00
<u>IMAGE ON DEMAND</u>		
Image on demand minimum (50 pages)	Per Order	\$26.01
Additional images (pages in excess of the initial 50)	Per Image	\$0.26
Image on demand hourly rate	Per Hour	\$26.01
<u>OTHER SERVICES</u>		
Records Destruction (Stored items only)	Per Item	No Charge
Witnessed Destruction (Stored items only)	Per Item	No Charge
Re-boxing fee ***	Per Item	\$5.87
RFID Box Labels	Per Item	No Charge
Individual File Listing	Per File	\$0.208

ARCHIVES & RECORDS MANAGEMENT

Arizona State Library, Archives, and Public Records

1901 W. Madison St.

Phoenix, AZ 85009

Telephone: (602) 926-3720 Fax: (602) 256-7982

www.azlibrary.gov



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Please call Records Management for pricing on special projects, boxes, or any other customer service questions.

*Charges calculated on the total cubic feet of the boxes stored. A standard "703 Bankers Box" is 1.2 cubic feet.

**Vault Storage is a climate-controlled space maintained at 66 degrees and between 20%-50% relative humidity.

***Replacement box incurs a separate charge.

SERVICE DEFINITIONS

New Storage-Administrative charge for adding new boxes to Iron Mountain. This fee is only incurred the first month a box is added to Iron Mountain storage.

Image on Demand-Service where Iron Mountain will convert a file to a digital format and delivered to the customer digitally. Eight (8) minutes of labor are provided for each file requested for IOD digitization; this amount of labor time is sufficient to accommodate the majority of IOD file conversions. For files requiring more complex processes, additional labor costs may be applied and will be charged in 15-minute increments.

Individual File Listing-Administrative charge for requesting and barcoding an unlisted file from a box.

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