



**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**

A DIVISION OF THE ARIZONA SECRETARY OF STATE

**Dr. Ted Hale, State Archives & Records Management - Director**



## **STORAGE PRICING**

(EFFECTIVE JULY 1, 2019)

### **Warehouse and Storage Services**

	<b><u>Unit</u></b>	<b><u>Fee (per month)</u></b>
Box Storage *	Cubic Foot	\$0.242
Vault Storage **	Cubic Foot	\$1.25

### **Record Pick-up**

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	.75

### **Record Retrievals (Deliveries)**

Standard Delivery (<100 items)	Per Order	No Charge
Standard Delivery (>100 items)	Per Item	\$2.75
Half Day Delivery (Before 12:00pm)	Per Order	\$15.00
3 Hour Rush Delivery (8am-5pm, Mon-Fri)	Per Order	\$15.00
Rush Delivery – After Hours, Weekends & Holidays	Per Order	\$45.00

### **Other Services**

Records Destruction (Stored items only)	Per Item	No Charge
Witnesses Destruction (Stored items only)	Per Item	No Charge
Re-boxing Fee	Per Item	\$8.00
RFID Box Labels	Per Item	No Charge

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

\*Charges on calculated on the total cubic footprint of the boxes stored. Not the total number of boxes.

\*\*Vault storage is a climate controlled space maintained at 66deg and between 20%-50% relative humidity.

#### **RECORDS MANAGEMENT DIVISION**

1901 West Madison Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>  
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

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