



**LIBRARY OF VIRGINIA**

**State Records Center (SRC)  
Services and Fees**

**Storage**

Paper: 27¢ per cubic foot box per month

Media: \$1 per cubic foot box per month

Media with a retention of 10 years or longer, otherwise cost is same as paper

**Pick Up and Delivery**

*Richmond Service Area*

Pick up: No charge

Normal delivery: No charge

Emergency delivery: \$20 per file or box

Emergency retrieval for review at SRC: No charge

*Outside Richmond Service Area*

Pick up: Contact the SRC for a quote on available pick-up services or arrange for own records transportation

Delivery: Records are shipped UPS and billed at cost (\$5.00 minimum)

**Destruction**

Disposal of non-confidential records (recycle): No charge

Confidential destruction of paper records stored in the SRC (shred): \$6 per cubic foot

Confidential destruction of paper records *not* stored in the SRC (shred): \$7 per cubic foot

Confidential destruction of microfilm: \$30 per cubic foot (minimum charge)

Confidential destruction of magnetic media (degauss): \$7 per unit

**Additional Fees**

Photocopying, faxing, or scanning of documents: 25¢ per page