

Library of Virginia / State Records Center

Pricing Schedule

Effective July 1, 2017

OFFSITE DOCUMENT STORAGE AND RELATED SERVICES

Storage (monthly)

1.2 cu. ft. standard Records Cartons	\$0.40/cubic foot
2.4 – 3.0 cu. ft. legal size Records Cartons	\$0.40/cubic foot
1.0 cu. ft. Architectural Drawings, Check Boxes, X-Rays Cartons	\$0.40/cubic foot

(Standard Records Cartons will be calculated as 1 cubic foot)

Retrieve/Re-file for Delivery (per item)

Carton	\$ 2.00 (after 10 pulls/month)
File	\$ 2.00 (after 10 pulls/month)

Retrieve/Re-file for SRC Viewing (per item)

Carton	\$ 5.00
File	\$ 5.00

Special Project Bulk Retrievals/Re-files

Carton / Files	Quotation
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Transportation

Delivery/Pickup

*Scheduled roundtrip regular business hours**

Within 25 mile radius	No Charge
Within 26-150 mile radius	Quotation
Each Item	No Charge

Delivery/Pickup

*Same Day roundtrip regular business hours**

Within 25 mile radius	\$30.00
Within 26-150 mile radius	Quotation
Each Item	No Charge

Note: All Transportation Subject to Fuel Surcharge

Destruction

Paper Items (Inventory)	\$0.18/lb ~ \$ 6.00/cf
Paper Items (Non-Inventory)	\$0.20/lb ~ \$ 7.00/cf
Non-paper Items	\$0.86/lb ~ \$30.00/cf

Miscellaneous Services

Removal (carton)	\$2.00 (retrieval fee)
Permanent Removal (file)	\$2.00 (retrieval fee)
Records Cartons (used)	\$0.25
Standard Records Cartons (new)	Not Available

Services Provided at No Charge

Minimum Storage Charge & Minimum Order Charge
Account Set Up Fee
Scanning/E-mail, Facsimile & Duplication Charge
Client Review Room (per day)
Telephone Requests for Research
Infolinx Software Online Access
Infolinx Training
Initial Set-up new deposits
Indexing Services & Computer Records Changes
Standard Reports