

State Records Center Fee Schedule  
FY 2026

Storage per cubic foot (annual rate for boxes)	\$5.65
<b>Surcharges</b>	
Emergency Services (per hour)	\$38.00
Secure Storage (per cage per month) Separate secure storage area accessible only by personnel from the creating agency or designee.	\$127.00
Emergency next day delivery (flat and retrieval)	\$12.70
Emergency same day delivery (flat and retrieval)	\$25.40
Destruction of records not in RC inventory	\$1.00
<b>Retrieval/Interfiling</b>	
Retrieve file (per location, including no finds)	\$1.90
Interfile new folders in existing box (per folder)	\$3.20
Copy/Scan (per page)	\$0.32
<b>Delivery/Pickup</b>	
Delivery (one regular weekly delivery within the Atlanta Metro area), Thursday is delivery/pickup day.	\$0.00
Pickup labor charge for new records (hour/person) + \$0.70 per mile	\$38.00/hour/person + \$0.70/mile
Preparation and mailing to agencies (requesting agency is responsible for the cost of postage)	\$0.00

**NOTE: Customers will be billed quarterly.**