

State Records Center Fee Schedule
Updated Calendar Year 2025

Storage per cubic foot (annual rate for boxes) \$4.45

Surcharges

Emergency Services (per hour) \$30.00

Secure Storage (per cage per month) Separate secure storage area accessible only by personnel from the creating agency or designee. \$100.00

Emergency next day delivery (flat and retrieval) \$10.00

Emergency same day delivery (flat and retrieval) \$20.00

Retrieval/Interfiling

Retrieve file (per location, including no finds) \$1.50

Interfile new folders in existing box (per folder) \$2.50

Copy/Scan (per page) \$0.25

Delivery/Pickup

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 **(updated 02/04/2025)** \$30.00

Preparation and mailing to agencies (requesting agency is responsible for the cost of postage) \$0.00

NOTE: Agency customers will be billed quarterly for storage.