

State Records Center Fee Schedule
Updated Calendar Year 2025

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

Emergency Services (per hour)	\$30.00
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Secure Storage (per cage per month) Separate secure storage area accessible only by personnel from the creating agency or designee.	\$100.00
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Emergency next day delivery (flat and retrieval)	\$10.00
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Emergency next day delivery (flat and agency pickup at SRC)	\$5.00
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Emergency same day delivery (flat and retrieval)	\$20.00
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Emergency same day delivery (flat and agency pickup at SRC)	\$10.00
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Retrieval/Interfiling

Retrieve file (per location, including no finds)	\$1.50
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Interfile new folders in existing box (per folder)	\$2.50
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Copy/Scan (per page)	\$0.25
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Delivery/Pickup

Delivery (one regular weekly delivery within the Atlanta Metro area), Thursday is delivery/pickup day.	\$0.00
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Pickup labor charge for new records (hour/person) + \$0.70 per mile (updated 02/04/2025)	\$30.00
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Preparation and mailing to agencies (requesting agency is responsible for the cost of postage)	\$0.00
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The cutoff for Thursday deliveries is Wednesday at noon. Emergency next day delivery fees will be added to requests received after noon.
Same day requests received after 1 PM will be delivered the next day and charged the next day fees.

NOTE: Agency customers will be billed quarterly for storage.