



**MICHELE REAGAN**  
Secretary of State  
State of Arizona

**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE

**Dr. Ted Hale, Director**  
State Archives, Records & Arizona Capitol Museum



**RECORDS CENTER SERVICES PRICE LIST (Effective July 01, 2015)**

The State Records Management Center offers low-cost, high-density, secure storage solutions for state agencies and other local government agencies. The Records Center is located just west of the capital mall at 1919 W Jefferson Street in Phoenix.

For additional information on how to send records to the Arizona State Records Management Center, please see the Records Center Use and Procedures Manual, available on our website.

Records storage charges are a flat based fee for each box. Services include pick up within the Capital Mall area, accessioning, all retrievals and refiles, and final disposition services (transfer records to State Archives, or return to agency) **Shredding is not included in flat rate fee.**

<b>Storage Services</b>	<b>Unit</b>	<b>Fee</b>
○ Warehouse storage per standard records box	Each	\$0.29
○ Vault Storage per box / Tape tote	Each	\$1.50
○ Map Tubes	Each	\$0.87
○ X-ray boxes	Each	\$0.87
<b>Record pick up and delivery</b>		
○ Pick ups for accessioned items	Per trip	No Charge
○ Pick up for non-accessioned items	Per trip	\$20.00
○ File or box deliveries	Per trip	\$20.00
○ Mileage outside of the Capital Mall	Per Mile	\$0.75
<b>Expedited retrievals</b>		
○ 2 hours	Each	\$13.00
○ After hours	Each	\$50.00
<b>Records Destruction Services Fees</b>		
○ Shred of paper records	Per box	\$0.60
○ Shred of non-paper records	Per Pound	\$0.20
○ Witnessed destruction		Price on request
<b>Disaster recovery vault rotation services</b>		
○ Weekly Tape exchange	Per month	\$100.00
○ Self Service exchange		No Charge

PRICES MAY BE SUBJECT TO CHANGE WITH 30 DAYS NOTICE