

Price Schedule

National Records Centers, Inc.
Schedule A – Record Storage and Services
STG Independent Agencies/STG Approved Attorneys

Service	Quoted Price	Units / Comments
Storage		
Storage – Documents	\$0.300	Per cubic foot, per month
Storage - Climate Control Vault	\$3.250	Per cubic foot, per month
Storage - Per Linear Foot	\$0.450	Per linear foot, per month
Minimum Storage per location/entity	\$75.00	per month (applicable to each NRC service provider location or invoicing)
Carton Activity		
New Storage Additions (Accessions)	\$2.75	Per cubic foot (Includes bar code label indexing, and shelving).
Carton Retrieval/Re-File	\$2.95	Per cubic foot
Carton Retrieval – Priority, Same Day, Rush	\$4.15	Per cubic foot
Carton Retrieval – After Hours, Weekends & Holidays	\$5.75	Per cubic foot
Permanent Withdrawal	\$4.25	Per cubic foot plus retrieval
Carton Indexing - Transcription - Data Entry	\$0.75	Per indexed item, per line (45 characters per line)
Re-packing Labor Charge	\$4.00	Per carton repacking dilapidated cartons onsite at record center. Does not include cost of carton.
File level Activity		
File folder Retrieval/Refile	\$3.50	Per File
File folder Retrieval - Priority, Same Day, Rush	\$4.95	Per File
File folder Retrieval - After Hours, Weekends & Holidays	\$6.25	Per File
File indexing - Transcription - Data Entry	\$0.75	Per indexed item, per line (45 characters per line)
File Search	\$3.50	Search carton; charged if file not found plus retrieval fee.
Transportation		
Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day)	\$22.50	base rate includes first carton
Carton Handling Next Day Service over 1 box	\$2.25	per cubic foot
Same Day Delivery or Pick-up (Place order by 10am, received by 5pm same day)	\$45.00	base rate includes first carton
Carton Handling Emer/Rush Service over 1 box	\$2.25	per cubic foot
Priority Delivery or Pick-up (Delivered within 4 hours of placing order)	\$95.00	base rate includes first carton
Carton Handling Priority Service over 1 box	\$3.50	per cubic foot
Non-Business Hour Delivery (After Hrs/ Weekends/ Holiday service within 4 hours of placing order)	\$195.00	base rate includes first carton
Carton Handling Priority Service over 1 box	\$6.50	per cubic foot
Dock Handling (customer pick up)	\$3.50	per cubic foot or file
Mileage Charge	\$1.75	Per mile over 25 miles one way

Service	Quoted Price	Units / Comments
Destruction		
Destruction of Records	\$3.50	Per cubic foot; plus retrieval
Destruction of Computer Media	\$0.75	Per item plus retrieval
Offsite Destruction	\$22.50	Trip Charge
Offsite Destruction - Console	\$15.00	Per console
Offsite Destruction - 64 Gal. Bin	\$18.50	Per 64 gal bin
Hard Drive destruction	\$2.00	Per item
Administrative/Labor		
Fax	\$0.30	Per page; plus retrieval and re-file
Scan on Demand	\$17.00	Base fee - first 100 pages; plus retrieval and re-file
Scan on Demand	\$0.10	Per page plus base fee
Document Imaging/Conversion	TBD	Project based scanning/conversion services; pricing based on review of individual project requirements and creation of project SOW
Copy Charge	\$0.25	Per page; plus retrieval and re-file
Mailing handling / Release Preparation	\$10.00	Per item mailed in addition to postage costs and retrieval
Review Rooms	\$85.00	Per Day - 2 business day advance notice required
Special Projects Labor, Regular Hours	\$45.00	Per hour, per laborer - 1 hour minimum
Special Projects - IT/Database custom reports	\$95.00	Per hour - 1 hour minimum
Data Base/Computer		
Internet Access Monthly Charge - NRC Connect	No Charge	
Supplies		
Storage Box – Standard Letter / Legal 16" x 12" x 10"	\$2.75	
Storage Box – Letter Transfile 24" X 12" x 10"	\$3.75	
Storage Box – Legal Transfile 24" X 16" x 10"	\$4.50	
Application Instructions		
Price Increases - Following year two, at contract anniversary equal to the greater of Employment Compensation Index (ECI) or four percent (4%).		
Cubic Foot Applications - Standard Letter/Legal carton 16"x12"x10" = 1.2 cubic feet. Cubic foot extrapolations for other sizes apply respectively.		

Contact/Begin Service

To activate service, please click [here](#) and enter password "Password9" and complete the request form. An NRC sales representative will be in touch to coordinate service activation.