

Tennessee Secretary of State - Records Management Billing

Category	Title	Description	Flat Rate	Check Carton (1.0 Cubic Foot)	Rate for 1.0 Cubic Foot	Rate for 1.5 Cubic Feet	Rate for 2.0 Cubic Feet	Rate for 2.5 Cubic Feet
R&R STORAGE	File Tracking	Storage cost for loose files at R&R	\$0.02					
	Monthly Storage	Monthly storage cost per box at R&R		\$0.1590	\$0.1590	\$0.2385	\$0.3180	\$0.3975
R&R SERVICES	Setup Fee	Initial delivery to R&R, including web database processing	\$2.00					
	Refile Box	Box return to R&R	\$2.00					
	Destroy Box*	R&R shredding service charge per box	\$1.00					
	Permanently Out	For permanent transfer at end of contract (per box)	\$7.25					
	Access Box	Box retrieval from R&R	\$2.00					
SECRETARY OF STATE SERVICES	Administrative	Staffing/overhead cost per box	\$0.20					
	Trip Charge*	Cost per delivery to or from R&R	\$12.00					
	Box Delivery/ Pickup Fee	Cost per box for delivery to or from R&R	\$1.00					
	Divisional Disposal Fee	Cost per box to destroy in-house	\$1.00					
	Miscellaneous/ COD Volunteer Express	Express shipping from out-of-town per box	Varies					
	Records Holding Report	Volume of records held in agency per cu ft	.061 per month					

R&R = Richards & Richards Records Center at Elm Hill Pike, Nashville

*Destroy Box – Destroying boxes costs \$2.00 for access per box + \$1.00 for shredding per box = \$3.00 total per box stored at R&R

*Trip Charge – Each delivery to/from R&R costs \$12.00 + \$1.00 per box; for example, 10 boxes retrieved from R&R and delivered to the agency costs \$22.00; if 8 of those boxes are later returned to R&R, that trip charge will cost \$20.00