

# Tennessee Secretary of State - Records Management Billing

Address: Records Management Division, 312 Rosa L. Parks Ave, 8th Floor, Nashville, TN 37243, Phone: (615) 741-5739, Web site: sos.tn.gov/rmd

Service Type	Cost
<b>Records Management Division</b>	
Administrative Charge for Storage (per cubic foot each month)	\$0.15
Trip Charge (per work order)	\$8.00
Retrieval/Refile Fee (per box)	\$1.00
Disposal Fee (per box)	\$1.00
Mileage for out of town pickup/delivery (cost per mile travelled)	\$1.00
Shelf Retrieval Fee (per box pulled from shelving units)	\$2.00
Labor Fee (per hour) Only charged if boxes are not at designated location prepared for pickup.	\$35.00
Records Holding Fee (per cubic foot annually) Volume of records in agency, does not include items stored at state records centers.	\$0.80
Electronic Records Holding Fee (per gigabyte annually)	\$0.04
<b>Vital Records Control Records Center</b>	
<b>Basic Storage (per month)</b>	
Charge for Storage (per cubic foot each month)	\$0.16
<b>Services</b>	
Accession Fee (per new box)	\$2.28
Retrieval (access per box)	\$2.00
Emergency Retrieval (access per box)	\$125.00
Retrieval (access per folder)	\$1.10
Emergency Retrieval (access per folder)	\$12.00
Refiling (return per box)	\$2.00
Refiling (return per folder)	\$1.10
Permanent Removal (per box)	\$2.50
Inter-filing (per box, folder, etc.)	\$2.00
Destruction - paper (per box)	\$1.25
Destruction - microfilm/fiche (per microfilm roll or microfiche)	\$0.55
Destruction computer media - bulk (per pound)	\$6.00
Destruction computer media - drives (per unique drive with serial number)	\$6.00
Digital Imaging - standard (per image)	\$0.08
Digital Imaging - large format (per image)	\$1.50
Digital Imaging - Document Preparation (per image)	\$0.05
Digital Imaging - Indexing (per field)	\$0.01
Container Purchase - 1.0 cu ft box	\$1.95
Container Purchase - 2.0 cu ft box	\$7.95
Container Purchase - 2.5 cu ft box	\$9.95
Transportation (Delivery Trip Fee) TN Tower	\$10.00
Transportation (Delivery Trip Fee) Other Davidson County	\$15.00
Transportation (Delivery Trip Fee) Outside of Davidson (charge per mile)	\$1.00
Delivery Fee up to ten items (per box in addition to Transportation Charge above)	\$1.50
Delivery Fee over ten items (per box in addition to Transportation Charge above)	\$1.25
Delivery Fee bulk items (per item in addition to Transportation Charge above)	\$25.00
Emergency Trip Fee (in addition to Emergency Retrieval Fee)	\$50.00
<b>Class 2 Vault Storage</b>	
Cubic Foot Container (per box)	\$1.04
Data Storage Container (per box)	\$1.50
Data backup Tape Array (per tape per month)	\$0.40
<b>University of Tennessee Records Center</b>	
Box Storage per box per month)	\$0.25
Trip Charge (per trip)	\$10.00
Accession Fee (per box)	\$3.00
Delivery (per box)	\$1.50
Pickup (per box)	\$1.00
Destruction (per box)	\$2.00
Container Purchase/Storage Supplies (per box)	\$2.50
Deaccess Fee (Permanent Removal)	\$1.00