Preparing and Storing Boxes at the Records Management Center

Presented by: Karen Gray

Records Management Division
Arizona State Library, Archives and Public Records
Records Management Division

- Arizona State Library, Archives and Public Records
- Only authorized Records Center for state agency records (ARS 41-1345.01)
- Office of the Secretary of State
Location

- Facilities
  - Records Center
    - 1919 West Jefferson
  - Polly Rosenbaum Archives & History Building
    - Madison & 19th Ave
Records Officer designation
- ARS 41.1346

Access to Records
Monday-Thursday 8:00-5:00
Fridays: call 926-4035
After Hours and weekends
Records for Transfer

- Criteria for records storage
  - Approved Records Retention Schedule
  - Inactive records
  - Transmittal documentation completed
  - Event date met
Preparing Records for Transfer

- Standards for boxes
  - Box Dimensions
    - 12” wide by 10” high by 15” long
  - Barcode Labels
  - Packing Records
Preparing Records for Transfer

- **Transfer Manifest**
  - [www.lib.az.us/records/forms/cfm](http://www.lib.az.us/records/forms/cfm)
Preparing Records for Transfer

Boxed Records Data Form
Scheduling Transfer

- Approval of transfers
- Scheduling transfers
  - 602-926-3815
  - rmd@lib.az.us
Stacking Boxes for Pickup
- 6 high or less
- Numeric order
- All boxes in one location
- Pallatized records
Records Retrievals

- Phone: 602-926-3815
- Fax: 602-256-2838
- Email: rmd@azlibrary.gov

- 24 hours: Included in storage fees
- 2 hours: $13.00
- After hours: $50.00
Records Retrievals

- Permanent Withdrawal
- Change in Disposition Date
Refiles & Interfiles

- Refiles
- Interfiles

www.lib.az.us/records/pdf/Interfile.pdf
Refiles & Interfiles

- Overfilled Boxes
- Reboxing Records
- Permanent Withdrawal
- Change in Disposition Date
Final Disposition of Records

Pre-Disposition Release Form

☐ Shred
☐ Transfer to Archives
☐ Return to Agency
Agency Records Destruction

Report of Records Destruction
Single Request for Records Destruction or Transfer
Disaster Recovery Services

- Backup tape storage
- Tape Exchange
## Records Center Fees:

### Records Services Price List – Effective Nov. 1, 2000

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records storage</td>
<td>20.00 per box</td>
</tr>
<tr>
<td>Postage charge (minimum of 100 boxes, inclusive of all offices)</td>
<td>3.00 per box</td>
</tr>
<tr>
<td>Standard box (12 in. wide x 18 in. long x 1 in. high)</td>
<td>1.50 per box</td>
</tr>
<tr>
<td>Box charge (15 in. wide x 18 in. long)</td>
<td>1.00 per box</td>
</tr>
<tr>
<td>Box charge (15 in. wide x 18 in. long x 2 in. high)</td>
<td>2.00 per box</td>
</tr>
<tr>
<td>Box charge (15 in. wide x 18 in. long x 3 in. high)</td>
<td>2.50 per box</td>
</tr>
<tr>
<td>Box charge (15 in. wide x 18 in. long x 4 in. high)</td>
<td>3.00 per box</td>
</tr>
<tr>
<td>Other non-standard boxes (by approval only)</td>
<td>1.50 per box</td>
</tr>
<tr>
<td>Records for approval of retrieval schedule</td>
<td>1.00 per box</td>
</tr>
<tr>
<td>Overweight standard box (pack from 30 lb. or more per box)</td>
<td>1.00 per box</td>
</tr>
<tr>
<td>Overweight box charge (10 lb. or more per box)</td>
<td>1.00 per box</td>
</tr>
<tr>
<td>Overweight box charge (25 lb. or more per box)</td>
<td>1.50 per box</td>
</tr>
</tbody>
</table>

**Spending limits:**

<table>
<thead>
<tr>
<th>Spending limit accounts (for organizational accounts)</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>10,000 or more</td>
<td>15.00 per account</td>
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### First pick-up delivery of records within 10 miles of RMCC:

- 1 to 20 boxes: 5.00 per trip
- 21 to 40 boxes: 5.00 per trip
- 41 to 100 boxes: 7.00 per trip
- 101 to 149 boxes: 9.00 per trip
- 150 or more boxes: 11.00 per trip

### First pick-up delivery of records (10 to 35 miles from RMCC):

- 1 to 20 boxes: 10.00 per trip
- 21 to 40 boxes: 12.00 per trip
- 41 to 100 boxes: 15.00 per trip
- 101 to 149 boxes: 18.00 per trip
- 150 or more boxes: 21.00 per trip

### First pick-up delivery of records outside of Maricopa County:

- 1 to 20 boxes: 5.00 per mile
- 21 to 40 boxes: 6.50 per mile
- 41 to 100 boxes: 8.00 per mile
- 101 to 149 boxes: 9.50 per mile
- 150 or more boxes: 11.00 per mile

### Visit and attendance handling fee:

- 50 per box

### Box accession data input:

- 0 per box

### Box accession data input (up to 150 characters):

- 1.00 per box

### Box accession data input (151 to 249 characters):

- 2.50 per box

### Corrections made to data (customer error):

- 1.00 per box

**Prices may be subject to change with 30 days’ notice.**

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<th>Service Description</th>
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<tr>
<td>Records retrieval</td>
<td>1.00 per key</td>
</tr>
<tr>
<td>Indexing or re-indexing boxes</td>
<td>0.50 per key</td>
</tr>
</tbody>
</table>

### Special Services Fee List – Effective Nov. 1, 2000

<table>
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<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Vault Storage Fees</td>
<td>15.00 per hour</td>
</tr>
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</table>

### Magnetic and optical media storage:

- **Rental:**
  - .50 per week per month
  - 1.00 per week per month
  - 1.50 per week per month
  - 2.00 per week per month
  - 2.50 per week per month
  - 3.00 per week per month
  - 4.00 per week per month
  - 5.00 per week per month
  - 6.00 per week per month
  - 7.00 per week per month
  - 8.00 per week per month
  - 9.00 per week per month
  - 10.00 per week per month

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### Vault Storage Fees:

- **Rental:**
  - .50 per week per month
  - 1.00 per week per month
  - 1.50 per week per month
  - 2.00 per week per month
  - 2.50 per week per month
  - 3.00 per week per month
  - 4.00 per week per month
  - 5.00 per week per month
  - 6.00 per week per month
  - 7.00 per week per month
  - 8.00 per week per month
  - 9.00 per week per month
  - 10.00 per week per month

**Prices may be subject to change with 30 days’ notice.**
Records Center Fees

- Monthly Storage Fees
- Pick up/Delivery of records
- Retrieval
  - 24 hours
  - Emergency (2 hours)
  - After Hours
- Refiles
- Interfiles
Records Center Fees

- Delivery
  - Inter-agency Mail
  - Requestor pick up
  - U.S.P.S.
  - Courier
  - RMC delivery
Contact information

Karen Gray
Records Management Specialist
Arizona State Library, Archives and Public Records
Records Management Division
1919 West Jefferson
Phoenix, Arizona 85009
Phone: 602-926-3817
Fax: 602-256-2838
kgray@lib.az.us