

# 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
<b>R&amp;R STORAGE</b>	<b>File Tracking</b>	Storage cost for loose files at R&R	<b>\$0.02</b>					
	<b>Monthly Storage</b>	Monthly storage cost per box at R&R		<b>\$0.1590</b>	<b>\$0.1590</b>	\$0.2385	\$0.3180	\$0.3975
<b>R&amp;R SERVICES</b>	<b>Setup Fee</b>	Initial delivery to R&R, including web database processing	<b>\$2.00</b>					
	<b>Refile Box</b>	Box return to R&R	<b>\$2.00</b>					
	<b>Destroy Box*</b>	R&R shredding service charge per box	<b>\$1.00</b>					
	<b>Permanently Out</b>	For permanent transfer at end of contract (per box)	<b>\$7.25</b>					
	<b>Access Box</b>	Box retrieval from R&R	<b>\$2.00</b>					
<b>SECRETARY OF STATE SERVICES</b>	<b>Administrative</b>	Staffing/overhead cost per box	<b>\$0.20</b>					
	<b>Trip Charge*</b>	Cost per delivery to or from R&R	<b>\$12.00</b>					
	<b>Box Delivery/ Pickup Fee</b>	Cost per box for delivery to or from R&R	<b>\$1.00</b>					
	<b>Divisional Disposal Fee</b>	Cost per box to destroy in-house	<b>\$1.00</b>					
	<b>Miscellaneous/ COD Volunteer Express</b>	Express shipping from out-of-town per box	<b>Varies</b>					
	<b>Records Holding Report</b>	Volume of records held in agency per cu ft	<b>\$.067 per month</b>					

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