



DDoD RATE SCHEDULE*

Monthly Rental Fee (per cubic foot)	\$.39 per cu. ft.
Minimum Monthly Rental	\$ 39.00
Processing Fee (File Control Sheet)	\$ 2.65 per box

RETRIEVAL & RESHELVING:

Retrieval (per carton)	\$ 2.10
Reshelving (per carton)	\$ 2.10
Retrieval (per folder or document)	\$ 2.90
Reshelving (per folder or document)	\$ 2.90
Scanning per page	\$.25
Rush Retrieval (per carton, folder or document)	\$ 18.00
Digital Retrieval Point (24 hours from posting)	N/C

ADDITIONAL CUSTOMER SERVICES:

Photocopying (per page)	\$.90
Facsimile (per page)	\$ 1.20 local
	\$ 2.00 long distance
Shredding (per hour, minimum 1 hour)	\$ 45.00 per hour
Destruction/Permanent Removal (per hour, minimum 1 hour)	\$ 45.00 per hour
Research (per hour, minimum 1 hour)	\$ 45.00 per hour
Digital Hosting up to 5GB per month	\$ 225.00 per month

*125% of rate charge for non-standard NARA box sizes

Records Management	1-99 cu. ft. - per schedule
Quantity Discount Schedule	100-149 ct. ft. - less 10%
	150-199 ct. ft. - less 15%

*Rates Subject to Change Without Notice



PICK-UP AND DELIVERY RATE SCHEDULE*

TYPE OF DELIVERY	REQUESTED BY	DELIVERY BY	RATE
Next day Each additional item	4:00 p.m.	Next Day	\$ 9.00 1st item \$ 2.20 each
Same Day Each additional item	10:00 a.m.	By 5:00 p.m.	\$ 35.00 1st item \$ 3.00 each
Rush Each additional item	When Requested	Within 3 hours	\$ 45.00 1st item \$ 3.00 each

During Normal Business Hours

SCANNING SERVICES RATE SCHEDULE*

File Preparation per page	\$.0
Document Scanning Group IV TIFF per image	\$.0
Document Index per index field up to 15 characters	\$.0
Quality Control (random 10% review)	\$.0
Quality Control (100% review)	\$.0
Rebind or staple per page	\$.0
Hidden text searchable PDF add per image	\$.0
OCR to word format per image	\$.0

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