



FEES AND CHARGES FOR SERVICES TO GOVERNMENT AGENCIES

The State Records Office charges for the handling, storage and retrieval of temporary and permanent records. These charges enable recovery of costs incurred by State Records Office, promote best practice in record keeping practice and archival management, assist with the funding of preservation programs and contribute to the maintenance of storage facilities.

The State Records Office charges fees for the following services to Government Agencies:

- ***Transfer Services*** – a one-off fee for the receipt and handling of transfers of both temporary and permanent records.
- ***Storage Services*** – fees for the storage of temporary records. Fees will be charged for storage per box for temporary records. The standard repository box for records stored at the Intermediate Repository is Type 1. Implementing the use of these boxes will improve standards of storage for all records held at the Intermediate Repository and is justified on Occupational Safety and Health grounds. Fees for non-standard sized boxes apply.

An administrative fee and a monthly storage fee applies to those agencies which have been notified that they have not disposed of records by the due date in accordance with their Retention and Disposal Schedule. Agencies are encouraged to store records only as long as there is an administrative need to do so.

Invoices for all services are issued quarterly.

The following table sets out the fees and charges for Service to Government Agencies, effective from 1 July, 2009.

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SERVICES	To 30/6/2009 (inc GST)	New charges effective from	New Charges (inc GST)
TRANSFER – Archive records	\$		\$
At transfer - per Type 1 box	1.50	1/7/2009	2.20
At transfer - other items – per linear metre	15.00	1/7/2009	22.00
RETRIEVAL – Archive Records			
Per item – loans to government agencies only	7.70	1/7/2009	8.80
ADMINISTRATION FEES – Overdue archive loan			
Per loan per month - overdue loan (past 30 days)	11.00	1/7/2009	12.10

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SERVICES	To 30/6/2009 (inc GST)	New charges effective from	New Charges (inc GST)
TRANSFER – Temporary records	\$		\$
At transfer - per Type 1 box	1.50	1/7/2009	2.20
At transfer - other items – per linear metre	15.00	1/7/2009	15.50
STORAGE – Temporary records			
Type 1 box per year	2.86	1/7/2009	3.30
Non standard box per linear metre per year	29.00	1/7/2009	33.00
RETRIEVAL - temporary records			
Per item – loans to government agencies only	7.70	1/7/2009	8.80
ADMINISTRATION FEES – Temporary records			
Fee - Records retained past due disposal date - per box at 1 July 2009 THEN;	1.50	1/7/2009	2.20
Records retained past due disposal date - per box per year	2.86	1/7/2009	3.30
Records retained past due disposal date – non standard box per linear metre per year	29.00	1/7/2009	33.00