

## Contract for Storage Services for Fiscal Year 2024

Texas State Library and Archives Commission  
State and Local Records Management

THE STATE OF TEXAS – COUNTY OF TRAVIS

SLRM Contract Number: 6-24-455  
RRC Contract Number: 455-24-1004

This Contract is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and Railroad Commission of Texas, the Receiving Agency, pursuant to the authority granted in, and in compliance with, the provisions of the Interagency Cooperation Act, Texas Government Code, Title 7, Chapter 771.

### I. ADMINISTRATIVE CONTACT INFORMATION FOR CONTRACTING PARTIES

#### Receiving Agency

Name: Railroad Commission of Texas  
Agency Code: 455  
Contact Person: Roy Philips  
Contact Phone: (512) 475-2482  
Contact Email: Roy.Philips@rrc.texas.gov

#### Performing Agency

Name: Texas State Library and Archives Commission  
Agency Code: 306  
TINS No: 33063063060013  
Contact Person: Zach Bruton  
Phone: (512) 475-5151  
Email: zbruton@tsl.texas.gov

### II. STATEMENT OF SERVICES TO BE PERFORMED

The Performing Agency will perform records storage and imaging related services in levels not to exceed the total billable amounts in Section IV of this Contract. Billable fees for records storage and imaging related services will be assessed monthly based on actual services performed. Fees for services under this Contract are outlined in the attached Fee Schedules.

Information regarding the eligibility for storage and imaging, record preparation, transferring and transporting records, requesting or returning stored records, and the final disposition of stored records is available on the Performing Agency's website in the "Records Management" Section.

The Performing Agency certifies that it has authority to provide and invoice for these services as granted in Texas Government Code, Chapter 441, § 441.006, § 441.017, and § 441.182.

III. FEE SCHEDULE CALCULATION

All fees charged under this Contract are formulated on a cost recovery model and are reviewed and approved by the Texas State Library and Archives Commission. Reimbursable costs under this Contract will be calculated for Records Center Services in accordance with Texas Government Code as cited in Section II and as listed in attached Fee Schedules, effective September 1, 2023.

IV. CONTRACT AMOUNT

The maximum amount of this Contract is \$89,000.00 and can only be increased or decreased by an executed addendum to this Contract. Of the total amount of this Contract, \$87,000.00 of this amount is designated for storage services and \$2,000.00 is designated for imaging services.

The total amount of this Contract is an estimate based on prior services provided by the Performing Agency for services requested by the Receiving Agency. It is the responsibility of both the Performing and Receiving Agencies to amend this Contract as the scope of services changes during the Contract term.

V. INVOICING FOR SERVICES

The Performing Agency will submit invoices to the Receiving Agency on a monthly basis and will provide support documentation for any change in the storage, circulation, and/or imaging charges incurred during the invoicing period. This documentation will be provided at no additional charge. Any additional reports requested by the Receiving Agency will be charged as "Other Services" and will be discussed and agreed upon by both parties prior to the start of the work.

Invoices will be submitted to the Receiving Agency as PDF files via email to the contact listed below. The Receiving Agency is responsible for informing the Performing Agency at [ar@tsl.texas.gov](mailto:ar@tsl.texas.gov) if the billing email address changes or some other method of submission is necessary for the invoices.

**The Receiving Agency's email address for receiving invoices is: [invoices@rrc.texas.gov](mailto:invoices@rrc.texas.gov).  
A copy of the invoice should also be sent to [roy.philips@rrc.texas.gov](mailto:roy.philips@rrc.texas.gov).**

Questions concerning billing and accounting transactions related to this Contract should be directed to the attention of:

Texas State Library and Archives Commission  
State and Local Records Management  
Attention: Accounting  
Box 12516  
Austin, TX 78711-2516  
Email: [ar@tsl.texas.gov](mailto:ar@tsl.texas.gov)

VI. PAYMENT FOR SERVICES

Payment for services performed under this Contract will be processed monthly in accordance with the Interagency Cooperation Act, Texas Government Code, Chapter 771, § 771.008.

If the Receiving Agency is paying other than via an Interagency Transaction Voucher processed through the Texas Comptroller's Uniform Statewide Accounting System (USAS), the Receiving Agency will remit payment to the following address:

Texas State Library and Archives Commission  
Accounts Receivable  
Box 12516  
Austin, TX 78711-2516

VII. CANCELLATION OF CONTRACT

This Contract may be canceled by either party provided the following conditions are met. To terminate this Contract, either party must submit a written notice of intent to terminate the Contract to the other party at the email address listed in Section I of this Contract at least 30 days prior to the intended termination date. The termination notice must reference the State and Local Records Management (SLRM) Contract Number and must be dated and signed by the agency head or the authorized records management officer. The date of actual Contract termination must be mutually agreed to in writing by both parties to allow for the appropriate and efficient disposition of all records in storage or micro-conversion in process at the time of cancellation notice. Payment for storage services performed will be the responsibility of the Receiving Agency until all records are removed from storage, and payment for imaging services will be due for all imaging services performed prior to the agreed termination date. All fees will be calculated as outlined in the attached fee schedules.

VIII. TERM OF CONTRACT

This Contract begins September 1, 2023 and terminates on August 31, 2024.

The undersigned parties bind themselves to the faithful performance of this Contract and hereby certify that (1) the services specified are necessary and essential and are properly within the statutory functions and programs of the affected agencies of state government; (2) the proposed arrangements serve the interest of efficient and economical administration of those agencies; (3) the services, supplies or materials contracted for are not required to be supplied under contract to the lowest responsible bidder, and (4) the contract neither requires, nor permits, either party to exceed its duties and responsibilities or the limitations of its appropriated funds. It is mutually understood that this Contract will not become effective until signed by both parties below.

RECEIVING AGENCY  
Railroad Commission  
of Texas

DocuSigned by:  
By: Wei Wang  
A320E7878B01444  
Wei Wang, Executive Director

Date: 7/27/2023

PERFORMING AGENCY  
Texas State Library and Archives Commission

By: Donna Osborne  
Donna Osborne  
Chief Operations and Fiscal Officer

Date: Aug 2, 2023

By: Sarah Swanson  
Sarah Swanson (Aug 3, 2023 11:20 CDT)  
Sarah Swanson  
General Counsel

Date: Aug 3, 2023

By: Craig Kelso  
Craig Kelso (Aug 3, 2023 11:26 CDT)  
Craig Kelso  
Division Director – SLRM

Date: Aug 3, 2023

#### GENERAL INSTRUCTIONS

An electronic copy of this entire document, including any attachments, addenda, and/or exhibits must be submitted to the Receiving Agency for approval. The Receiving Agency must sign and return an electronic copy to: [ar@tsl.texas.gov](mailto:ar@tsl.texas.gov)



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**RECORDS STORAGE SERVICES**  
**FEE SCHEDULE (FY 2024)**

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Centers on Shoal Creek Boulevard and Promontory Point in Austin, Texas.

RECORDS STORAGE SERVICES (NIGP CODE)	Unit	Fee/mo.
1. Records Center Stack Storage (962-95-01)	Cubic Ft (CF)*	\$ 0.21
2. Oversize Documents (962-95-02)	Call for quote	
3. Map Storage (962-95-03)	Call for quote	
4. Microfilm storage – 16 mm roll (962-95-04)	Each	\$ 0.07
5. Microfilm storage – 35 mm roll (962-95-05)	Each	\$ 0.14
6. Microfiche storage (962-95-06)	Per sheet	\$ 0.0015
7. Microfilm storage – Quarantine 16 mm roll (962-95-07)	Each	\$0.21
8. Microfilm storage – Quarantine 35 mm roll (962-95-08)	Each	\$0.42
9. Microfilm storage – Quarantine Microfiche (962-95-09)	Each	\$0.0045
10. Disaster Recovery – storage (990-28-01)	CF	\$ 3.50
11. Disaster Recovery – circulation (990-28-02)	CF	\$ 5.00

*Monthly Fees are assessed on the total volume of cubic feet of hard copy or microforms stored at any point during a month.*

**\*NOTE: \$0.21 per cubic foot equals \$0.252 per standard record storage box.**



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**RECORDS STORAGE SERVICES**  
**FEE SCHEDULE (FY 2024)**

ACTIVITIES SERVICES	Unit	Fee
12. Accessions (958-82-01)	Each	\$ 1.10
13. Disposal and destruction (958-82-02)	Each	\$ 3.25
14. Permanent Withdrawal (958-82-03)	Each	\$ 2.95
15. Circulation (958-82-04)	Each	\$ 1.95
16. Rush Circulation (958-82-05)	Each	\$ 3.90
17. Regular Deliveries/Pickups (in City of Austin) (958-82-06)	Each	\$13.00
18. Rush Deliveries/Pickups (in City of Austin) (958-82-07)	Each	\$26.00
19. Special Deliveries /Pickups surcharge (in City of Austin) (958-82-07)	Each*	\$ 0.75
20. Delivery mileage charge (outside City of Austin) (958-82-09)	Per mile	\$ 1.50
21. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) (958-82-10) <i>Note: circulation and research fees also applied for pull and refile (Items 15, 16, and 26)</i>	Per page/Per frame	\$ 0.25
22. Scan on demand oversize documents (digital scan/transmission of documents) (958-82-11) <i>Note: circulation and research fees also applied for pull and refile (Items 15, 16, and 26)</i>	Per page	\$1.00

\*Applied only when additional staff time is needed to remove from a location or place in location 30 or more items while at an agency.

OTHER SERVICES	Unit	Fee
23. Data entry – per line (958-82-12)	Per line	\$ 1.00
24. Relabel – box or file (958-82-17)	Each	\$2.00
25. Document Preparation (if required for scan on demand) (958-82-13)	Per hour*	\$40.00

<b>26. Research – box, file, microform assistance (958-82-14)</b>	Per hour*	\$40.00
<b>27. Special reports – research and generation (958-82-15)</b>	Per hour*	\$40.00
<b>28. Minimum monthly charge (958-82-16)</b>	Each	\$20.00

*\*Charged in 15-minute increments.*

## Records Storage Service Descriptions

**1. Records Center Stack Storage:** The monthly fee is \$0.21 per cubic foot. The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet each; this is equal to \$0.252 per month. Storage of containers other than the standard container includes either 36 or 48" roll plan (RP36, RP48).

**2. Oversize Documents:** If documents are too large or too fragile to be housed in roll plan boxes, please contact the Records Center Manager to discuss alternatives. Charges will be based on the amount of space taken up on shelves. Arrangements for other types of storage and pricing will be taken on a case-by-case basis.

**3. Map Storage:** Oversized maps that can be stored on shelves, map cabinets, or oversized flat boxes will be accepted on a case-by-case basis as room is available. Pricing will vary based on the amount of floor space or shelf space taken up by the maps. Please contact the State Records Center Manager for additional information.

**4-6. Microform Storage:** Reels and Microfiche are stored in one of the microfilm vaults at the State Records Center. The rate of \$0.07 is for a 16mm reel, that fee is doubled for 35mm. The cost of storing each sheet of microfiche is \$0.0015.

**7. Microfilm Storage – Quarantine 16 mm roll:** Film that is identified as having oxidation, vinegar syndrome, or other degradation issues will be removed from storage. Film will be segregated into a vault designated for quarantined film. The owner of the film will have the option of duplicating the film or leaving the film in quarantine vault. 16 mm microfilm stored in this area will be charged a rate of \$0.21 per roll, per month.

**8. Microfilm Storage – Quarantine 35 mm roll:** Film that is identified as having oxidation, vinegar syndrome, or other degradation issues will be removed from storage. Film will be segregated into a vault designated for quarantined film. The owner of the film will have the option of duplicating the film or leaving the film in quarantine vault. 35 mm microfilm stored in this area will be charged a rate of \$0.42 per roll, per month.

**9. Microfilm Storage – Quarantine Microfiche:** Film that is identified as having oxidation, vinegar syndrome, or other degradation issues will be removed from storage. Film will be segregated into a vault designated for quarantined film. The owner of the film will have the option of duplicating the film or leaving the film in quarantine vault. Microfiche stored in this area will be charged a rate of \$0.0045 per sheet, per month.

**10. Disaster Recovery Vault Storage:** The fee is assessed for the total volume of cubic feet stored in the disaster recovery vault that is not processed into and/or out of disaster recovery vault storage during each month, but remains in storage for the entire month.

**11. Disaster Recovery Vault Circulation Services:** The fee is assessed for the total volume of cubic feet processed into and/or out of the disaster recovery vault storage during each month and includes such processing for records that are stored for less than one month.

**12. Accession Services:** The fee is assessed for accessioning items for storage including these activities: receive request to store; create new items in tracking software; assign locations; generate and print labels; affix labels; and add to shelves. The charge is per item (box, reel, etc.).

**13. Disposal and Destruction Services:** The fee is assessed for removing items from storage including these activities: verify request against retention schedule; staff pull from shelves; staff verify boxes pulled; palletize; shrink wrap; staff present at vendor pick up for secure destruction; and staff mark items as destroyed in tracking software. The charge is per item (box, reel, etc.).

**14. Permanent Withdrawal Services:** The fee is assessed for permanent withdrawal of items from storage including these activities: pull from shelf; send to customer; and mark items as permanently returned to customer in tracking software. Includes items transferred from agency to agency or to transfer ownership to the State Archives. The charge is per item (box, reel, etc.).

**15.1 Circulation Services:** The fee is assessed for circulating items to/from storage including these activities: process request from customer to borrow or return borrowed items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from/return to shelf; send to customer; and mark item in/out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled.

**15.2 Microfiche Circulation:** Microfiche circulation will be calculated either by batch pull (pulling one set = 1 pull fee) or by individual fiche within a set if the request is for anything other than a full batch (e.g. 5 single fiche pulled from on large set or several different sets = 5 pull fees).



**16. Rush Circulation Services:** The fee is assessed for circulating items from storage that are requested to be retrieved prior to the next standard delivery/pick up cycle. These activities include: process request from customer to borrow items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from a shelf; stage at records center for pick up by customer or send to customer; and mark item out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled. In addition to the Rush circulation charge, if the item(s) is to be delivered to the customer the Rush Delivery charge will be applied as well (Item 18).

**17. Regular Deliveries/pickups (in City of Austin):** Records requested will typically be delivered within one business day or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).

**18. Rush Deliveries/Pickups (in City of Austin):** Applies to RUSH requests that were retrieved and delivered prior to the next standard delivery/pick up cycle. In addition, a Rush Circulation Service fee is also applied for Rush requests (Item 16).

**19. Special Deliveries/Pickups surcharge (in City of Austin):** This fee is added to each item over 30 items that requires additional time of State Records Center staff at the pickup/delivery site because items are not staged properly in a dock or prior agreed upon staging area. Some examples of when the surcharge would be applied are: when SRC staff are required to remove boxes from shelves; boxes or files are scattered across a facility requiring staff to wait to have items brought to them or go to multiple locations to pick up; boxes are stacked out of order; when returning boxes staff are requested to place boxes on a shelving unit or to stack boxes in anyway other than how they are on the carts.

**20. Delivery Mileage Charge (outside City of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.

**21. Scan on Demand:** Applies to a per page or per frame of microforms for the State Records Center to scan a document and digitally transmit that document to the customer. NOTE: Circulation and research charges also apply to the scan on demand service. (Items 15, 16 and 26).

**22. Scan on Demand oversize documents:** Applies to a per page fee for the State Records Center to scan a document and digitally transmit that document to the customer. Circulation and research charges also apply to the scan on demand service. (Items 15, 16 and 26).

**23. Data Entry:** The State Records Center has implemented a new automated inventory system that allows customers access to the system from their office. As a service to our customers the SRC will continue to data enter accession information or accept email and phone requests for circulation of items and then enter those requests into the system for a charge of \$0.50 per line. If customers choose to do their own data entry, the charge will be waived. Creation of labels will not incur a charge.

**24. Relabel:** When boxes or files at the state records center are mislabeled and the owning agency requests new labels for their boxes or files. Examples of mislabeling might include misspelling names, mismatched alpha numeric codes, or removing PII from labels. This fee will not be assessed for damaged barcodes that are reprinted using the same information that was on the damaged barcode or for boxes transferred from one agency to another agency.

**25. Document Preparation (if required for scan on demand):** Document preparation involves repairing and arranging documents in the proper order, removing fasteners, stamping/coding, etc. Charges calculated in 15-minute increments with a minimum charge of \$10.00.

**26. Research – box, file, microform assistance:** hourly charge of \$40.00 per hour to research box contents on customer's behalf; to search multiple boxes for particular files; to find individual images on reels of microfilm or sheets of microfiche to fulfill a scan on demand request. Charges calculated in 15-minute increments with a minimum charge of \$10.00.

**27. Special reports – research and generation:** hourly charge of \$40.00 per hour to research and create custom reports for customers. Standard reports can be generated by customers through the records tracking system for free. Charges calculated in 15-minute increments with a minimum charge of \$10.00.

**28. Monthly Minimum Storage Fee:** A minimum monthly storage fee of \$20.00 will be charged at the end of each month for any customer that has a total storage cost of less than that amount.

**Other Services:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to re-box materials if received in poor condition (including per box charge for new boxes); and storage of oversized and/or odd shaped records that will not fit in a standard records center box. Please call for quote.



### Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

**Agency:** A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

**Cubic Foot (CF):** The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet.

**Customer:** Includes state agencies and units of local government.

**Disaster recovery services:** The temporary off-site storage and regular rotation of a security backup copy of records for the purpose of recovering information in the event of a disaster.

**Local Government:** A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**IMAGING MICROFILM SERVICES**  
**FEE SCHEDULE (FY 2024)**

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center on Shoal Creek Boulevard in Austin, Texas.

<b>MICROFILMING IMAGING AND DUPLICATING SERVICES (NIGP CODE)</b>	<b>Unit</b>	<b>Fee</b>
<b>1. Frames Filmed (Rotary Camera/16 mm) (915-68-01)</b>	Per Frame	\$ 0.07
<b>2. Frames Filmed (Digital Archive/16 mm) (915-68-01)</b>	Per Frame	\$ 0.07
<b>3. Frames Filmed (Digital Archive/35mm) (915-68-02)</b>	Per Frame	\$0.17
<b>4. Original Reels Processed (5 Mil) (915-68-03)</b>	Each	\$25.00
<b>5. Original Reels Processed (2.5 Mil) (915-68-04)</b>	Each	\$32.50
<b>6. Original Reels Processed (35 mm) (915-68-05)</b>	Each	\$25.00
<b>7. Reels Duplicated Silver (2.5 Mil – 16 mm) (915-68-06)</b>	Each	\$48.50
<b>8. Reels Duplicated Silver (35 mm Direct) (915-68-07)</b>	Each	\$55.75
<b>9. Reels Duplicated Silver (35 mm Print) (915-68-08)</b>	Each	\$55.75
<b>10. Reels Duplicated Silver (5 Mil) (915-68-09)</b>	Each	\$40.75
<b>11. Reels Duplicated Diazo (2.5 Mil – 16 mm) (915-68-10)</b>	Each	\$36.25
<b>12. Reels Duplicated Diazo (5 Mil – 35 mm) (915-68-11)</b>	Each	\$43.50
<b>13. Reels Duplicated Diazo (5 Mil – 16 mm) (915-68-12)</b>	Each	\$36.25
<b>14. Jackets Loaded (915-68-13)</b>	Each	\$2.50
<b>15. Jackets Duplicated Diazo (915-68-14)</b>	Each	\$2.00
<b>16. Magazine Loaded (915-68-15)</b>	Each	\$3.00



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**IMAGING MICROFILM SERVICES**  
**FEE SCHEDULE (FY 2024)**

MICROFILMING IMAGING AND DUPLICATING SERVICES (NIGP CODE)	Unit	Fee
17. Document Preparation	Per Hour*	\$40.00
18. Postage and Handling (915-58-01)	Each	actual cost
19. Regular Deliveries/Pickups (in City of Austin) (958-85-06)	Each	\$13.00
20. Expedited Deliveries/Pickups (in City of Austin) (958-82-07)	Each	\$26.00
21. Delivery mileage charge (outside City of Austin) (958-82-09)	Per Mile	\$ 1.50
22. Minimum order for filming services (915-68-16)	Each	\$150.00
23. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) (958-82-10) <i>Note: circulation and research fees also applied for pull and refile (See Items 15, 16, and 26 on Records Storage Services Fee Schedule)</i>	Per page/per frame	\$0.25

\*Charged in 15-minute increments.

OTHER SERVICES	Unit	Fee
24. Data entry – per line (958-82-12)	Per line	\$ 1.00
25. Relabel – box or file (958-82-17)	Each	\$2.00
26. Research – box, file, microform assistance (958-82-14)	Per hour*	\$40.00
27. Special reports – research and generation (958-82-15)	Per hour*	\$40.00

\*Charged in 15-minute increments.

### Imaging Microfilm Service Descriptions

**1. Source Document Microfilming:** Imaging Services films documents on rotary cameras using 16mm film. The charges include film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels and transmittal information that provide the records series title, roll number, and beginning and ending contents of each roll.

**2-3. Digital Archiving Services:** Digital archiving converts digital images to archival microfilm for permanent storage and vital/essential record protection in the case of disaster (including technology obsolescence). Input file formats can vary, and the agency should contact Imaging Services prior to beginning project to discuss options. Files can be sent to the Texas State Library using CD-ROMs, a portable hard drive, or through a secure SFTP site. Output format is archival 16mm or 35 mm silver halide microfilm. The charges include film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels as well as transmittal information that provide the records series title, roll number, and beginning and ending contents of each roll.

**4-6. Original Reels Processed:** For reels of film produced by agencies and sent to Imaging Services for processing. The charges include film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels.

**7-13. Reels Duplicated:** A secondary silver film or diazo copy for agency use or distribution. The charges include quality control editing according to client requirements.

**14. Jackets Loaded:** Jacket services include cutting film, loading film into jacket sleeves or channels, adding to the jacket and manually labeling each jacket.

**15. Jackets Duplicated:** Microfiche diazo copy of jacket.

**16. Magazine Loaded:** Charges for services to load a roll of microfilm into a magazine/cartridge and add a leader or remove a roll from a magazine/cartridge. The magazine/cartridge of the customer's choice will be provided at cost to the customer as well. The \$3 is for loading/unloading and adding a leader only.

**17. Document Preparation:** Document preparation involves repairing and arranging documents in the proper order, purging documents not requiring filming, removing fasteners, stamping/coding, inserting targets, etc. \*Charges calculated in 15-minute increments with a minimum charge of \$10.00.

**18. Postage and Handling:** Actual charges will be added for postage and handling to return Source documents and reels to the customer. Customer can request special services such as Delivery Confirmation.

**19. Regular Deliveries/Pickups (in City of Austin):** Records requested will be delivered typically within one business day or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).

**20. Expedited Deliveries/Pickups (in City of Austin):** Applies to same-day RUSH requests.

**21. Delivery Mileage Charge (outside City of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.

**22. Minimum Order of Filming Services:** \$150.00 will be charged at the end of each month for any customer that has a total film service cost of less than that amount.

**23. Scan on Demand:** Applies to a per page or per frame of microforms for the State Records Center to scan a document and digitally transmit that document to the customer. NOTE: Circulation and research charges also apply to the scan on demand service. (See Records Storage Services fee schedule items 15, 16, and 26).

**23. Data Entry:** The State Records Center has implemented a new automated inventory system that allows customers access to the system from their office. As a service to our customers the SRC will continue to data enter accession information or accept email and phone requests for circulation of items and then enter those requests into the system for a charge of \$0.50 per line. If customers choose to do their own data entry, the charge will be waived. Creation of labels will not incur a charge.

**24. Relabel:** When boxes or files at the state records center are mislabeled and the owning agency requests new labels for their boxes or files. Examples of mislabeling might include misspelling names, mismatched alpha numeric codes, or removing PII from labels. This fee will not be assessed for damaged barcodes that are reprinted using the same information that was on the damaged barcode or for boxes transferred from one agency to another agency.

**25. Document Preparation (if required for scan on demand):** Document preparation involves repairing and arranging documents in the proper order, removing fasteners, stamping/coding, etc. Charges calculated in 15-minute increments with a minimum charge of \$10.00.

**26. Research – box, file, microform assistance:** hourly charge of \$40.00 per hour to research box contents on customer's behalf; to search multiple boxes for particular files; to find individual images on reels of microfilm or sheets of microfiche to fulfill a scan on demand request. Charges calculated in 15-minute increments with a minimum charge of \$10.00.

**27. Special reports – research and generation:** hourly charge of \$40.00 per hour to research and create custom reports for customers. Standard reports can be generated by customers through the records tracking system for free. Charges calculated in 15-minute increments with a minimum charge of \$10.00.

**Other Services:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to research microform contents on customer's behalf; to search multiple reels for particular images;

to re-box customer's materials if received in poor condition, or not in acid free containers (including per box charge for new boxes); and hourly rates charged for custom reports (standard reports will be available at no charge). Please call for quote.

#### **Definitions**

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

**Agency:** A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

**Customer:** Includes state agencies and units of local government.

**Local Government:** A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.

**Microfilm:** Roll microfilm, microfiche, computer output microfilm (COM), and all other formats produced by and method of microphotography or other means of miniaturization on film.



**TEXAS STATE LIBRARY AND ARCHIVES  
COMMISSION**  
**State & Local Records Management Division**  
**IMAGING DIGITAL SERVICES**  
**SCHEDULE (FY 2024)**

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center on Shoal Creek Boulevard in Austin, Texas.

<b>Standard Rotary Equipment Image Capture</b>		<b>Imaging up to 8.5 x 14</b>	
1. B & W 200 DPI (920-30-01)		Per Image	\$ 0.0325
2. B & W 300 DPI (920-30-02)		Per Image	\$ 0.0375
3. B & W 400 DPI (920-30-03)		Per Image	\$ 0.0400
4. B & W 600 DPI (920-30-04)		Per Image	\$ 0.0500
5. Color 300 DPI (920-30-05)		Per Image	\$ 0.0425
6. Color 400 DPI (920-30-06)		Per Image	\$ 0.0500
7. Color 600 DPI (920-30-07)		Per Image	\$ 0.0600
<b>Large Format and Flatbed Image Capture</b>		<b>Imaging up to 42 inches wide</b>	
8. 300 DPI (920-30-08)		Per Image	\$ 1.100
9. 400-600 DPI (920-30-09)		Per Image	\$ 1.250
<b>Transparency Media Capture</b>		Not Available	
<b>Image Processing</b>		<b>OCR/Searchable PDF</b>	
10. 200 DPI (920-30-10)		Per Image	\$ 0.030
11. 300 DPI (920-30-11)		Per Image	\$ 0.030
12. 400 DPI (920-30-12)		Per Image	\$ 0.030
13. 600 DPI (920-30-13)		Per Image	\$ 0.040
<b>Microform Conversion</b>			
14. Microfilm to Digital (920-30-14)		Per Image	\$ 0.100
15. Microfiche to Digital (920-30-15)		Per Image	\$ 0.120
<b>Index Field - Type 1</b>		<b>Automated Process</b>	
16. 15 Characters (958-82-18)		Per Field	\$ 0.030
17. 16-30 Characters (958-82-19)		Per Field	\$ 0.030
18. 31-45 Characters (958-82-20)		Per Field	\$ 0.030
19. 46-225 Characters (958-82-21)		Per Field	\$ 0.030
<b>Index Field 2 - Type 2</b>		<b>Manual capture within doc</b>	
20. 15 Characters (958-82-22)		Per Field	\$ 0.060
21. 16-30 Characters (958-82-23)		Per Field	\$ 0.070
22. 31-45 Characters (958-82-24)		Per Field	\$ 0.100
23. 46-100 Characters (958-82-25)		Per Field	\$ 0.150
24. 101-255 Characters (958-82-26)		Per Field	\$ 0.200
<b>Special Document Handling</b>			
25. Storage in Climate-Controlled Center While Imaging (962-95-10)		Per Day	No Charge
<b>Capture From Special Formats</b>			
26. Photographic Prints (920-30-16)		Per Image	Contact Imaging
27. Photographic Negatives (920-30-17)		Not Available	
28. Newspaper (920-30-18)		Per Image	Contact Imaging
29. X-Rays (920-30-19)		Not Available	





**TEXAS STATE LIBRARY AND ARCHIVES  
COMMISSION**  
**State & Local Records Management Division**  
**IMAGING DIGITAL SERVICES**  
**SCHEDULE (FY 2024)**

30. Manuscripts (920-30-20)		Per Image	Contact Imaging
31. Drawings (920-30-21)		Per Image	Contact Imaging
32. Bound Books (920-30-22)		Per Image	Contact Imaging
<b>Enhancing Images</b>			
33. Simple Enhancements (920-30-23)		Per Image	\$ 0.030
34. Major Enhancements (920-30-24)		Per Image	\$ 0.050
<b>Delivery Media By Storage Type</b>			
35. USB/Portable Hard Drive (Kept by customer) (920-34-01)		Per Drive	At Cost
36. USB/Portable Hard Drive (Returned at end of project) (920-34-01)		Per Drive	No Charge
37. Media By Data Exchange (920-34-01)		Per Gigabyte	No Charge
38. Imaging Repository Hosting/Repository Maintenance (920-34-01)		Not Available	
<b>Personnel</b>			
39. Document Preparation (958-82-13)		Per Hour	\$ 40.000
40. Re-Preparation Services (958-52-18)		Per Hour	\$ 40.000
41. Project Manager/Project Planning (958-82-19)			No Charge
<b>Transportation</b>			
42. Pickup/Delivery (958-82-06)	Inside Austin City Limits	Per Trip	\$ 13.000
43. Pickup/Delivery (958-82-09)	Outside Austin City Limits	Per Mile	\$ 1.500
44. Postage and Handling (915-58-01)		Per Shipment	At Cost
<b>Destruction</b>			
45. Paper (958-82-02)		Per Box	\$ 3.250
46. Microforms (958-82-02)		Per Reel/Set of Fiche	\$ 2.950
<b>Other Services</b>			
47. Special Projects (920-30-25)		Per Project	Contact Imaging
48. Minimum Order (920-30-26)		Per Project	\$ 150.00
49. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) (958-82-10)		Per Page/Per Frame	\$ 0.200
<i>Note: circulation and research fees also applied for pull and refile (See Records Storage Services Fee Schedule Items 15, 16 and 26).</i>			
50. Scanned Images Returned with Microfilm (920-30-25)		Per Image	\$ 0.025 discount
<i>Note: Discount only applied to Items 1-7 above, all other digitization fees are at standard rate. (See Imaging Microfilm Services Schedule Items 2 and 3 for cost of DAW film per frame).</i>			
<b>Location of Scanning - At State Records Center only</b>			
<b>Storage /Circulation of Source Material after Imaging</b>		See Storage Fee Schedule	



**TEXAS STATE LIBRARY AND ARCHIVES  
COMMISSION  
State & Local Records Management Division  
IMAGING DIGITAL SERVICES  
SCHEDULE (FY 2024)**

**Imaging Digital Service Descriptions**

**1-7. Standard Rotary Equipment Imaging Capture:** These are rates related to rotary scanned images at various grades of DPI. If the documents can be fed through a rotary scanner, these rates apply.

**8-9. Large Format and Flatbed Image Capture:** This rate applies for documents that cannot be fed through a rotary scanner. Examples may include oversized (greater than 8.5x14) maps or building plans and fragile or damaged documents that may not pass through the rotary scanner without incurring damage.

**10-13. Image Processing (OCR/Searchable PDF):** This rate applies when the produced images must be made searchable, through Optical Character Recognition (OCR). This technology is not exact and should not be relied on for full searching of the text.

**14. Microfilm Conversion:** For the conversion of microfilm from 16mm or 35mm reel film to a digital format.

**15. Microfiche Conversion:** For the conversion of Microfiche (sheet film) to a digital format.

**16-19. Automated Index Fields:** Indexes (titles) autogenerated (no data entry required).

**20. Manual Index Field, up to 15 Characters:** No more than 15 characters per field, data entered by TSLAC's Imaging staff.

**21. Manual Index Field, 16-30 Characters:** Between 16 and 30 characters per field, data entered by TSLAC's Imaging staff.

**22. Manual Index Field, 31-45 Characters:** Between 31 and 45 characters per field, data entered by TSLAC's Imaging staff.

**23. Manual Index Field, 46-100 Characters:** Between 46 and 100 characters per field, data entered by TSLAC's Imaging staff.

**24. Manual Index Field, 101-255 Characters:** From 101 and the maximum allowable character count of 255 per field, data entered by TSLAC's Imaging staff.

**25. Storage in Climate-Controlled Center While Imaging:** For projects originally created as imaging production projects and not for storage in the State Records Center. While media is with TSLAC waiting to be imaged, there is no charge for the storage of the material. Delivery/Pickup charges still apply, see items 42-44.

**26-32. Capture from Special Formats:** For physical media that is not on standard paper stock or paper that is larger than 42 inches wide, please contact the TSLAC Imaging Unit to discuss your needs to determine if TSLAC can assist you. Items listed in the section are examples of the most common requests and is not intended to represent the only types of media TSLAC will consider.

**33. Image Enhancement, Simple Enhancements:** This rate includes alterations made to an image by an imaging operator to adjust: Bit Depth, Resolution, Tonal Dynamic Range, Contrast and Color Space. It is also applied for re-centering, skewing, adjusting borders and any image or document editing done after the image is created. Simple Enhancements are when three or less of the various techniques are required and can be done in a single pass of the document to create the final image.

**34. Image Enhancement, Major Enhancement:** This rate includes alterations made to an image by an imaging operator to adjust: Bit Depth, Resolution, Tonal Dynamic Range, Contrast and Color Space. It is also applied for re-centering, skewing, adjusting borders and any image or document editing done after the image is created. Major Enhancements are when three or more techniques are applied or multiple passes of three or less techniques are required to create the final image.



**TEXAS STATE LIBRARY AND ARCHIVES  
COMMISSION  
State & Local Records Management Division  
IMAGING DIGITAL SERVICES  
SCHEDULE (FY 2024)**

- 35. USB/Hard Drive:** The imaging supervisor will bill the customer for the USB/Hard Drive purchased by TSLAC, assuming the drive(s) is not going to be returned to the State Records Center.
- 36. USB/Hard Drive:** Media is exchanged via a removable drive(s), but the drive(s) is returned to the SRC.
- 37. Media By Data Exchange –** The State Records Center has an application for secure, electronic transmission of large files to or from agency customers. The application does not require customers purchase software to access their material. Or if the customer prefers to use their own secure FTP site that can be arranged. Data exchange method should be established during setup of the project.
- 38. Imaging Repository Hosting/Repository Maintenance:** All images will be returned to the agency prior to being deleted from TSLAC's servers.
- 39. Document Preparation:** Document preparation involves repairing and arranging documents in the proper order, purging documents not requiring filming, removing fasteners, stamping/coding, inserting targets, etc. Charges calculated in 15-minute increments with a minimum charge of \$10.00
- 40. Re-preparation Services:** Returning documents to their original state – i.e. re-stapling, clipping and/or binding, re-folding – of the documents to return them to their pre-imaged condition.
- 41. Project Manager/Project Planning –** No additional charges are assessed for reviewing details of imaging project with the customer, working with the customer to develop and finalize their Statement of Work for the project. Creating price quotes, time estimates and other general project formalization from the contracting phase through the final delivery of images.
- 42. Regular Deliveries/Pickups (in City of Austin):** Records requested will be delivered typically within one business day or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).
- 43. Delivery Mileage Charge (outside City of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.
- 44. Postage and Handling:** Actual charges will be added for postage and handling to return Source documents and reels to the customer. Customer can request special services such as Delivery Confirmation.
- 45. Paper Disposition –** Mark for disposition, verify vs. manifest, add to pallets, wrap and weigh pallets and send to state shred vendor.
- 46. Microform Disposition -** Mark for disposition, verify vs. manifest, add to secure shred bins, wrap and weight bins and send to state shred vendor.
- 47. Special Projects:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services might include damaged/delicate record digitization, large scale indexing initiatives, and/or scanning stored records on demand.
- 48. Minimum Order of Digital Imaging Services:** of \$150.00 will be charged at the end of each month for any customer that has a total scanning service cost of less than that amount.
- 49. Scan on Demand:** Applies to a per page or per frame of microforms for the State Records Center to scan and digitally transmit that document to the customer. NOTE: Circulation and research charges also apply to the scan on demand service. (See Records Storage Services fee schedule items 15, 16 and 26).
- 50. Scanned Images Returned with Microfilm:** Beginning in FY2022, to improve efficiencies when converting paper to microfilm, Imaging Services will begin digitally scanning paper and creating microfilm using the Digital Archive Writer. After the original and any duplicates of the film are complete and quality checked, the digital images will be destroyed unless the agency has made prior



**TEXAS STATE LIBRARY AND ARCHIVES  
COMMISSION**  
**State & Local Records Management Division**  
**IMAGING DIGITAL SERVICES**  
**SCHEDULE (FY 2024)**

arrangements to also accept the digital images. The digital images will be offered at a discount of \$0.02 per frame from the cost of items 1-7. Any other digital fees will be at the normal rate. See the Imaging Microfilm Services fee schedule for current per frame rates for DAW microfilm.

**Definitions**

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

**Agency:** A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

**Customer:** Includes state agencies and units of local government.

**Local Government:** A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.

**Index:** An index is a list of data, such as group of files or database entries. It is typically saved in a plain text format that can be quickly scanned by a search algorithm.