



Records Management Service Fees

Service	Cost	Notes
Shredding Charges		
On Campus per bin charge	\$ 20 - \$30	Per month (2 pickups per month)
Off Campus	\$ 55.00	1 pickup per month.
Box or shred bag - \$5.00 each	\$ 15.00	Each
Record Center Storage		
Based upon box size. Call for pricing on box sizes not listed.		Charges per month (Standard cubic foot box)
10x12x15	\$ 0.20	
10x12x15 Climate Control	\$ 0.50	
10x12x24	\$ 0.40	
10x12x24 Climate Control	\$ 1.10	
10x15x24 Climate Control	\$ 0.50	
15x10x24	\$ 0.50	
15x10x24 Climate Control	\$ 1.38	
6x15x20	\$ 0.20	
6x15x20 Climate Control	\$ 0.55	
9x6x24	\$ 0.20	
9x6x24 Climate Control	\$ 0.55	
Empty/New Box for Record Storage		
Standard Size 10x12x15	\$ 1.75	Per box
Call for pricing for alternative sizes.		
Retrieval/Re-Entry Charge		
per file and/or box	\$ 4.25	
Rush Charge for Records	\$ 15.00	
Indexing per Box	\$ 2.00	
Indexing per File	\$ 2.50	
Microfiche/CD Printing		
per page	\$ 0.10	
Imaging Services		
Each job request is evaluated to determine cost per job.		Please email to schedule a time to meet and determine job requirements RecMgmt@unthsc.edu .
ApplicationXtender -Imaging		
ApplicationXtender/ WebXtender-License		Please email RecMgmt@unthsc.edu .
ApplicationXtender/WebXtender-Yearly Maintenance		Please email RecMgmt@unthsc.edu .
AXIM- License		Please email RecMgmt@unthsc.edu .
AXIM- Yearly Maintenance		Please email RecMgmt@unthsc.edu .