



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OFFICE OF REGIONAL RECORDS SERVICES  
RECORDS CENTER PROGRAM  
TRANSACTIONAL BILLING RATES  
(STANDARD STORAGE AND SERVICES)  
FISCAL YEAR 2008



Category	Service Code	Service Type	Description	Unit of Measure	FY2008 Unit Rate
Standard	A0	Transfer	Processing Fee	per transfer	\$ 42.00
Standard	A1	Transfer	Standard	per cubic foot	\$ 3.45
Standard	D1	Disposition	Standard	per cubic foot	\$ 5.00
Standard	DA	Disposition	Archival	per cubic foot	\$ 5.00
Standard	DW	Disposition	Permanent Withdrawal	per cubic foot	\$ 4.00
Standard	F1	Refile	Standard Box	per box	\$ 3.75
Standard	F2	Refile	Standard File	per file	\$ 3.85
Standard	N1	Interfile	Standard	per file	\$ 3.95
Standard	P1	Photocopy	Standard	per page	\$ 0.65
Standard	R1	Reference	Standard Box	per box	\$ 3.45
Standard	R2	Reference	Standard File	per file	\$ 3.95
Standard	S1	Storage	Standard	cf / month	\$ 0.20



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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RECORDS CENTER PROGRAM  
TRANSACTIONAL BILLING RATES  
(CLASSIFIED STORAGE AND SERVICES)  
FISCAL YEAR 2008



Category	Service Code	Service Type	Description	Unit of Measure	FY2008 Unit Rate
Classified	A3	Transfer	Classified	per cubic foot	\$ 5.20
Classified	D3	Disposition	Classified	per cubic foot	\$ 7.00
Classified	DC	Disposition	Archival-Classified	per cubic foot	\$ 7.00
Classified	F3	Refile	Classified Box	per box	\$ 7.30
Classified	F4	Refile	Classified File	per file	\$ 7.55
Classified	N3	Interfile	Classified	per file	\$ 7.30
Classified	R3	Reference	Classified Box	per box	\$ 7.30
Classified	R4	Reference	Classified File	per file	\$ 7.55
Classified	S3	Storage	Classified	cf / month	\$ 0.55



**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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TRANSACTIONAL BILLING RATES  
ELECTRONIC RECORDS VAULT  
FISCAL YEAR 2008**



Category	Service Code	Service Type	Description	Unit of Measure	FY 2008 Unit Rate
Standard	A0	Transfer	Processing Fee	per transfer	\$ 42.00
Electronic Records Vault	AV	Transfer	Standard (ERV)	per item	\$ 0.15
Electronic Records Vault	D9	Disposition	Standard (ERV)	per item	\$ 0.50
Electronic Records Vault	DV	Disposition	Permanent Withdrawal (ERV)	per item	\$ 4.00
Electronic Records Vault	RV	Reference	Slotted Tape or Storage Box	per item	\$ 3.75
Electronic Records Vault	FV	Refile	Slotted Tape or Storage Box	per item	\$ 3.75
Electronic Records Vault	SD	Storage	Tape Slotting - Standard (e.g., DLT, CD, 3480)	month	\$ 0.25
Electronic Records Vault	SE	Storage	Tape Slotting - Large Format (e.g., tape reels)	month	\$ 0.50
Electronic Records Vault	SF	Storage	Small Box (capacity of 20 tapes)	month	\$ 4.00
Electronic Records Vault	SG	Storage	Medium Box (capacity of 40 tapes)	month	\$ 8.00
Electronic Records Vault	SH	Storage	Large Box (capacity of 60 tapes)	month	\$ 12.00
Electronic Records Vault	SJ	Storage	NARA Supplied Storage Box	box / month	\$ 7.00
Electronic Records Vault	SK	Storage	Transport Cart Storage	cart / month	\$ 90.00
Standard	H5	Shipping & Handling	Level I	per package	\$ 3.50
Standard	H6	Shipping & Handling	Level II	per package	\$ 6.00
Standard	H7	Shipping & Handling	Level III	per package	\$ 11.50
Standard	H8	Shipping & Handling	Level IV	per package	\$ 16.50
Standard	H9	Shipping & Handling	Registered	per package	\$ 14.00
Electronic Records Vault	HC	Shipping & Handling	Metro Courier Trip (Electronic Records)	per trip	\$ 40.00
Standard	HR	Shipping & Handling	Rush	per request	\$ 4.00
Electronic Records Vault	HS	Shipping & Handling	Emergency Delivery (8 hours)	per trip	\$ 85.00
Electronic Records Vault	HT	Shipping & Handling	Critical Delivery (same day)	per trip	\$ 140.00



**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**  
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**RECORDS CENTER PROGRAM**  
**TRANSACTIONAL BILLING RATES**  
**(MISCELLANEOUS SERVICES)**  
**FISCAL YEAR 2008**



Category	Service Code	Service Type	Description	Unit of Measure	FY2008 Unit Rate
Miscellaneous	C1	Cost	Miscellaneous Costs	expense	(COST)
Miscellaneous	C2	Cost	WNRC Truck Service Allocated Cost	expense	(COST)
Miscellaneous	C3	Cost	Miscellaneous Shipping Costs	expense	(COST)
Miscellaneous	H1	Shipping & Handling	WNRC Truck Service Zone 1	per visit	\$ 300.00
Miscellaneous	H2	Shipping & Handling	WNRC Truck Service Zone 2	per visit	\$ 800.00
Miscellaneous	H3	Shipping & Handling	WNRC Truck Service Classified	per visit	\$ 1,200.00
Miscellaneous	H4	Shipping & Handling	WNRC Additional Truck Services	per visit	\$ 100.00
Miscellaneous	H5	Shipping & Handling	Level I	Per pkg.	\$ 3.50
Miscellaneous	H6	Shipping & Handling	Level II	Per pkg.	\$ 6.00
Miscellaneous	H7	Shipping & Handling	Level III	Per pkg.	\$ 11.50
Miscellaneous	H8	Shipping & Handling	Level IV	Per pkg.	\$ 16.50
Miscellaneous	H9	Shipping & Handling	Registered	Per pkg.	\$ 14.00
Miscellaneous	HA	Shipping & Handling	Metro Courier Trip	per trip	\$ 26.00
Miscellaneous	HB	Shipping & Handling	Metro Courier Box	per package	\$ 1.50
Miscellaneous	HD	Shipping & Handling	Look Up Fee	per action	\$ 2.50
Miscellaneous	HE	Shipping & Handling	Scanning	per page	\$ 0.65
Miscellaneous	HF	Shipping & Handling	Fax	per page	\$ 1.00
Miscellaneous	HH	Shipping & Handling	HUDHOC Project	per box	\$ 15.75
Miscellaneous	HP	Shipping & Handling	Telephone	per request	\$ 3.50
Miscellaneous	HR	Shipping & Handling	Rush	per request	\$ 4.00
Miscellaneous	L0	Labor	Aide - Level 1	per hour	\$ 39.25
Miscellaneous	L1	Labor	Aide - Level 2	per hour	\$ 47.50
Miscellaneous	L2	Labor	Technician	per hour	\$ 59.50
Miscellaneous	L3	Labor	Supervisor	per hour	\$ 82.50



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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(OE SUPPORT SERVICES)  
FISCAL YEAR 2008



Category	Service Code	Service Type	Description	Unit of Measure	FY2008 Unit Rate
OE Support	HJ	Shipping & Handling	Archival Sending	per box	\$ 3.25
OE Support	HK	Shipping & Handling	Archival Receiving	per box	\$ 1.25
OE Support	LA	Labor	Aide - Level 1 Internal	per hour	\$ 35.75
OE Support	LB	Labor	Aide - Level 2 Internal	per hour	\$ 43.25
OE Support	LC	Labor	Technician Internal	per hour	\$ 54.00
OE Support	LD	labor	Supervisor Internal	per hour	\$ 74.75
OE Support	SC	Storage	Cold	cf / month	\$ 0.35



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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(PERSONNEL RELATED RECORDS SERVICES)  
FISCAL YEAR 2008



Category	Service Code	Service Type	Description	Unit of Measure	FY2008 Unit Rate
Personnel	AC	Transfer	OPF/EMF	per cubic foot	\$ 90.00
Personnel	AX	Transfer	Ent & Sep X-rays	per cubic foot	\$ 50.00
Personnel	NC	Interfile	OPF/EMF	per file	\$ 2.05
Personnel	M1	Reference	OPF/EMF L & T	per file	\$ 5.35
Personnel	M2	Reference	OPF/EMF Corr Level 1	per case	\$ 13.50
Personnel	M3	Reference	OPF/EMF Corr Level 2	per case	\$ 44.00
Personnel	M4	Reference	OPF/EMF Corr Level 3	per case	\$ 78.00
Personnel	M5	Reference	Payroll Level 1	per case	\$ 65.00
Personnel	M6	Reference	Payroll Level 2	per case	\$ 75.00
Personnel	M7	Reference	Payroll Level 3	per case	\$ 85.00



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(CONGRESSIONAL STORAGE AND SERVICES)  
FISCAL YEAR 2008



Category	Service Code	Service Type	Description	Unit of Measure	FY2008 Unit Rate
Congressional	A7	Transfer	Congressional	per cubic foot	\$ 3.45
Congressional	D7	Disposition	Congressional	per cubic foot	\$ 5.00
Congressional	F7	Refile	Congressional Box	per box	\$ 3.75
Congressional	F8	Refile	Congressional File	per file	\$ 3.85
Congressional	N7	Interfile	Congressional	per file	\$ 3.95
Congressional	P7	Photocopy	Congressional	per page	\$ 0.50
Congressional	R7	Reference	Congressional Box	per box	\$ 3.45
Congressional	R8	Reference	Congressional File	per file	\$ 3.95