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**Storage and Retrieval of State Records (Juneau)**

**CONTRACTOR:** AAA Archives  
5350 Shaune Drive  
Juneau, AK 99801

**CONTRACT AWARD NO.:** CA 98-0033

**CONTACT PERSON:** Phil Rolfe, Telephone: 907-780-3671, FAX: 907-780-3672

**CONTRACT PERIOD:** July 1, 2002 through June 30, 2007

**CONTRACT INTENT:** The records center storage, services and supplies provided for in this contract are non-mandatory and therefore are optional for all state agencies. The Department of Education, Division of Libraries, Archives and Museums, Archives and Records Management Services will continue to be the State's resource for Records Management training; to assist State agencies with development of Records Retention Schedules and analysis of records to remain at the State Archives.

**BILLING:** The contractor must bill each client state agency for services rendered in accordance with the fee schedule provided in this contract on a monthly basis. Alternative billing cycles may be used if arrangements are made between the client state agency and the contractor that are acceptable to both parties. The contractor must make copies of the billings available to the State Archives & Records Management Services for audit purposes. Agencies may use Delivery Orders to place orders with the contractor.

**SCOPE:** This contract is being provided for the use of all State agencies requiring hard copy records storage and records center services in the Juneau area. This is a non-mandatory contract and does not prohibit the use of the storage facility in the Anchorage area or supersede the contract established for all State agencies in the Anchorage area.

**AUTHORIZED STORAGE AND DISPOSAL:** No records will be accepted for storage without the prior approval of the State Archives and Records Management Service. No records will be destroyed without the prior approval of both the client and the State Archives and Records Management Service. Cartons authorized for disposal must be clearly marked.

**LOADING DOCK RECORDS SEPARATION:** The loading dock must be clearly marked to identify the location for placing cartons authorized for storage. Another area of the loading dock must be clearly marked to identify the location for placing cartons authorized for disposal. The contractor must establish procedures, acceptable to the State Archives Records Management Service, to ensure that records for storage and records for disposal are separated as soon as they arrive and that separation is maintained.

**HOURS OF OPERATION:** AAA Archives will be open during the normal working hours of the client State agencies (8:00a.m. until 5:00p.m.). AAA Archives will provide 24-hour daily Service if requested. The fee schedule reflects additional costs which will be billed to the client State agency for services requested after normal working hours or on weekends.

**SERVICES PROVIDED:** The list below represents the minimum services which are provided under the terms of the contract.

1. Pick-up and delivery of both individual files and whole boxes of files to client state agency locations.
2. Retrieval of both individual files and whole boxes of files.
3. Refiling of files and boxes of files.
4. Reference service to files or boxes of files at the contractor's records center.
5. Certified destruction of records.
6. Preparation of cartons for transfer to the state archives or the contractor's records center.
7. The records center contractor may utilize any type of carton numbering scheme as long as all cartons are identified individually. Should it be necessary to change carton identification numbers cartons, each client State agency must be notified. The records center's internal control system must allow for accurate tracking of cartons.
8. When requested, the records center contractor must provide a standard one-cubic foot records storage carton to its clients. The storage price schedule must reflect this one-cubic foot standard as well as allow for oversized cartons. Storage cartons must be clearly marked with the record's center storage location number. This is based on the presently established State Archives & Records Management Service records storage carton specification. Records Storage cartons used under this contract must meet this minimum specification.
9. Manually operated equipment is preferred for fire prevention purposes. Electric or propane forklifts may be used. Gas fueled forklifts may not be used.
10. Hazardous materials, portable space heaters, lights connected to extension cords, coffee pots, battery chargers, duplication equipment, welding or cutting torches, and other such potential ignition sources are prohibited in records storage areas.
11. On-line PC modem access so that state agencies can generate work orders through this means.
12. Training sessions for state personnel on the O'Neil Records Management system.

**REQUIRED REPORTS:** The contractor must provide the reports set out below.

**Monthly Disposition Activity Report.** ARMS will require notification from the contractor when approved disposition actions have been completed by submitting a monthly Disposition Activity Report. This report is to detail the complete activity regarding records removed from storage.

**Quarterly Disposition Due Report.** Quarterly reports for all records that have reached the end of retention and are due for either destruction or transfer to the State Archives must be provided to ARMS. This complete listing of cartons due for disposal is to be arranged by client state agency.

**Quarterly Holdings Report.** Quarterly holding reports for each client agency must detail complete tracking information. This report must include total cartons currently in storage, arranged by client state agency, and must provide: a) Transfer list number; b) records center identification number; c) series name and a brief box content description; d) dates of records in box; e) Retention Schedule number and Item number; f) disposition date; and g) Disposition action (destroy or archive).

**Annual (fiscal year) Usage Report.** Identify costs for services provided each state fiscal year. The annual usage report must identify costs for services provided to state agencies each state fiscal year. The report is to detail the type of services and the frequency of services requested by state agencies; e.g., total requests received, labor required (hours) to perform requested pulls and refiles, total deliveries/pickups provided, total number of new cartons received for storage, and total number of cartons destroyed.

**FORMS:** AAA Archives will accept the State Archives and Records Management Service forms for records transfer and disposal (Form 02-506, Records Transfer List; Form 02-507, Records Disposition Authorization) in lieu of any commercial records center forms. Clients must send written authorization for disposition. Clients shall not be required to complete any additional transfer or disposal forms. Forms to request retrieval of records may be devised by the contractor, but must include an area for the client to sign for the receipt of records.

**STORAGE CARTONS:** AAA Archives, when requested, must provide a standard one-cubic foot records storage carton to its clients. The contractor must also accept oversized or non-standard cartons. The storage price schedule must reflect this one-cubic foot standard as well as allow for oversized cartons. Storage cartons must be clearly marked with the center's storage location number.

**Juneau Records Center Storage and Services Fee Schedule**

<b>RECORDS STORAGE</b>	<b>UNIT</b>	<b>COST PER UNIT</b>
Standard storage carton (1cubic foot)	Carton/Month	\$0.29
Oversized or non-standard carton (external measurement) per cubic foot	Cubic foot/Month	\$0.29
<b>PERSONNEL TIME</b>		
Hourly warehouse personnel time for indexing, retrieving, shelving, and other similar work. (Charged in 1/4 hour increments)	Hour	\$22.50
Minimum charge for single request or service	Minimum	\$19.13
After-hours service charge	Hour	\$50.63
Minimum charge for after-hour services (3hours)	Minimum	\$151.88
<b>CERTIFIED DESTRUCTION SERVICES</b>		
Non-confidential records	Pound	\$0.18
Confidential records	Pound	\$0.27
<b>COURIER SERVICES</b>		
Standard round trip to single destination (Delivery required within 5 working days from time of request)	Trip	\$22.50
Rush round trip to single destination (Delivery required within 24 hours from time of request)	Trip	\$22.50
Emergency round trip to single destination (Delivery within 3 hours from time of request)	Trip	\$33.75
Round trip delivery after 5pm and or before 8am (Delivery to a single destination)	Trip	\$45.00
New records - round trip (Initial pickup of new records being transferred to storage)	Trip	\$28.13
<b>OTHER SERVICES</b>		
Storage cartons-purchase price (Standard one-cubic foot)	Carton	\$1.60
Photocopy charge	Page	N/C
Fax charges (To fax information to requesting office)	Page	N/C