



**North Carolina Department of Cultural Resources
Division of Historical Resources
Archives and Records Section**

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Office of Archives and History
Jeffrey J. Crow, Deputy Secretary

To: State Agencies

From: Government Records Branch

Date: July 30, 2009

The State Records Center once again has Records Center boxes for purchase by state agencies. The fee schedule for boxes and supplies is as follows:

- Letter box (1 cubic foot, 12" x 15" x 10.5") - \$1.00 each
- Voucher box (9" x 15" x 10") - \$.35 each
- IBM box (8" x 15" x 3.75") - \$.35 each
- Preprinted box labels (one per box is required) - \$.02 each
- Box tape (one strip per box is required) - \$.10 each

Sales tax on orders will only be charged to those offices that do not have a Department of Revenue sales tax exemption (a copy of the agency's exemption letter must be on file with the Archives and Records Section).

The Government Records Branch reserves the right to waive the fee for boxes and supplies or to postpone the invoicing process, if it determines that billing for an extremely small amount would be inefficient and processing costs would exceed the amount billed.

Please note: Unused supplies may not be returned for refunds or credit.

When preparing records for transfer to the State Records Center please following the procedures posted on our Web site at <http://www.records.ncdcr.gov/transfer.htm>.

Reminder: Use of non-approved supplies is not allowed and improperly prepared and shipped boxes will not be accepted for storage

If you have any questions about supplies or the procedure for transferring records to the State Records Center, contact us at 919-807-7350 or 919-807-7371.

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

Telephone (919) 807-7350
Facsimile (919) 715-3627

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823
State Courier 51-81-20