

Secretary of State  
 Records & Info Management  
 1320 Bozeman Street  
 Helena, MT. 59601



Main Phone – 444-9000  
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### Record Center Fees

Description	Price
Storage – per Cubic Foot - per month	.33
Tape Storage – per inch - per month	.55
Storage – ½ Cubic Foot – per month	.17
Retrieval/Refile – per box	1.20
Retrieval/Refile – per file	1.20
Large retrievals or interfiling – per hour	25.00
Emergency Retrievals – each	25.00
Database (SIMPLE) Set-up new Agencies to SOS/RIM - per hour	25.00
Data Search (SIMPLE) – per hour	25.00
Unsuccessful Search – per box or file	1.20
Permanent Removal from Record Center – per hour	25.00
Shredding confidential records – per hour <u>OR</u> Actual Charge by Vendor	25.00
Size A Standard Record Box 15" x 12" X 10" – per box	2.47
Postage/Freight (Actual Charge)	

### Document Conversion-Microfilm or Scanning Fees

Description	Price
Microfilm Camera MRD (all sizes) – per image	.35
Auto Exposure or Scanning	.15
Microfilm Camera MRG Blueprints or Maps – per image	1.09
Image to Film (AR) – per image	.06
Microfilm Camera Rotary (all sizes) – per image	.15
Film Processing – 16MM 100' Roll – per roll	8.50
Film Processing – 16MM 215' Roll – per roll	17.00
Film Processing – 35MM 100' Roll – per roll	8.90
Film Inspecting – 100' roll – per roll	11.00
Film Inspecting – 215' roll – per roll	22.00
Film Splicing – per splice	.80
Film Duplication – 16MM 100' roll – per roll	12.25
Film Duplication – 16MM 215' roll – per roll	15.00
Film Duplication – 105MM each Microfiche or Jacket	.43
Film Duplication – 16MM 100' roll SILVER – per roll	23.00
Film Duplication – 35MM 100' roll SILVER – per roll	29.00
Film Duplication – Reader/Printer – per copy	.75
Jacket Loading – per jacket	.90
Jacket Titling – per title	.90
Indexing/document preparation – per hour	25.00

### Misc. Fees

Description	Price
Photocopies/own labor – per copy	.10
Photocopies/our labor – per copy	.50

### Misc. Supplies (Actual Charge by Supplying Vendor)

Description	Price
16MM 100' roll film – per roll	Call for current price
35MM 100' roll film – per roll	Call for current price