

City of Gahanna: Records Management Services
For High Security, Climate-Controlled Record Center

Schedule A1: 04/30/2018

HARD COPY RETENTION FEES

Standard Cube (1.2 cu ft)	15" x 12" x 10"	\$	0.30	/box/month
Letter Banker	24" x 12" x 10"	\$	0.45	/box/month
Legal Banker	24" x 15" x 10"	\$	0.55	/box/month
Check Carton	13" x 18" x 5"	\$	0.20	/box/month
Bulk/Odd Size Items	Cubic Feet TBD	\$	0.25	/cu.ft./month
Pallet/Bulk Records Storage		\$	12.50	/pallet/month

MEDIA RETENTION FEES

Cartridge/Tape	Slotted Media	\$	0.30	/tape/month
Small Data Case	0.5 cu ft case	\$	2.50	/case/month
Medium Data Case	1.0 cu ft case	\$	4.00	/case/month
Large Data Case	1.5 cu ft case	\$	6.00	/case/month
Archival Tub	2.0+ cu ft case/tub	\$	8.00	/item/month
Cart or Storage Cabinet	Up to 480 tape capacity	\$	55.00	/item/month

RECORDS MANAGEMENT SERVICES

Accession (Addition of New Storage Item):

New Box Deposit - Data Entry by AssureVault	\$	1.25	/box or case
New Box Deposit - Data Entry by Client via web or import file	\$	1.00	/box or case
Indexing at File level – Data Entry by AssureVault	\$	0.25	/file
Indexing at File level – Data Entry by Client via web or import file	\$	0.10	/file
New Tape Deposit	\$	1.00	/tape

Software:

Set-up & Training (one-time fee)	NO CHARGE
Reports	NO CHARGE
Secure web portal services	NO CHARGE

Containers:

New Standard 1.2 Cube Carton	\$	2.25	/ carton
New Letter Banker 2.4 Cube Carton	\$	4.50	/ carton

Retrieval/Refile:

Carton	\$	1.87	/ carton
Carton – using web portal	\$	1.50	/ carton
Indexed File	\$	1.87	/ file
Indexed File - using web portal	\$	1.50	/ file
Cartridge/Tape	\$	1.25	/ tape

City of Gahanna: Records Management Services

Scan on Demand: Emailed Document:

File Prep, Scan, Index	\$	5.00	/ file plus ret.
Includes first 10 pages			
Over 10 pages	\$	0.05	/ page

Permanent Withdrawal – Account Closing or Termination:

Carton or Case	\$	4.00	/ carton
Tape Cartridge	\$	1.50	/ tape

Consulting/Project Management:

Document Management Consult	\$	80.00	/ hour
Project Manager	\$	60.00	/ hour

Other Services:

Photo Copy	\$	0.25	/ page
Photo Copy and Fax	\$	0.35	/ page
Hardcopy Destruction (approval, shredding, certificate of destruction)	\$	0.13	/ pound
Special Projects (i.e. inventory, indexing of files, etc.)	\$	25.00	/ hour
Administrative Services			NO CHARGE

RECORDS MANAGEMENT TRANSPORTATION

Regular Delivery/Pickup (Next Day – within 40 miles, 20 cartons or less)	\$	13.00	/ trip
Request by 3pm for next day, includes initial 10 boxes each way			
Additional Items over 10	\$	0.65	/ box
Same Day Delivery (within 40 miles, 20 cartons or less)	\$	30.00	/ trip
Request after 3pm or morning of by 9am, delivered during regular route			
Rush Delivery (within 40 miles, 20 cartons or less)	\$	45.00	/ trip
Delivered within 2 hours on orders placed M-F between 8am-4pm			
Emergency/After Hours Delivery (within 40 miles)	\$	75.00	/ trip
Delivered within 6 hours, 24/7.			
After business hours, weekend and scheduled holiday deliveries.			
Special Handling (Excess wait time, additional labor, etc)	\$	30.00	/ hour



Service Order and Storage Agreement

HF Group, LLC - AssureVault agrees to accept for a term of two years under its management such records as files, documents, microfilm, computer tapes, cartridges, video/audio tapes, or other material identified as records of the Depositor, subject to the terms and conditions set forth below hereof.

Schedule 'A'

1. Rate a) Depositor agrees to pay for its storage and service at rates set forth in the attached rate addendum Schedule A1, b) Daily storage charges will apply during the month items are ingested , c) Storage charges are billed monthly in advance and service charges are billed monthly as they occur, d) All invoices are due upon receipt.
2. Declaration of Value Depositor agrees to a maximum released valuation of \$1.00 per container of records storage and/or \$10.00 per computer tape/cartridge. Any value in excess of \$1.00 per container or \$10.00 per computer tape/cartridge must be covered by insurance purchased directly by Depositor. Any value in excess of \$1.00 per container or \$10.00 per computer tape/cartridge is solely the responsibility of the Depositor.
3. Confidentiality: HF Group, LLC - AssureVault and its employees shall hold confidential all information obtained by it with respect to depositor's records. AssureVault shall exercise that degree of care in safeguarding deposits entrusted to it by Depositor which a reasonable and careful company would exercise with respect to similar records of its own, provided, however, that liability of the company to the Depositor shall be limited as set forth in the Terms and Conditions.

The City of Gahanna

HF Group, LLC - AssureVault

Address

8844 Mayfield Rd
Address

City State Zip

Chesterland, OH 44026
City State Zip

Depositor Signature Date

Signature Date

Printed Name and Title

Printed Name and Title

Depositor Contact Telephone

440-729-3911
Contact Telephone

Depositor Account Number

AssureVault Facility for Storage and Services: 1831 Deffenbaugh Ct, Gahanna, OH 43230 614-705-1451



Terms and Conditions

1. Deposits: No deposits will be accepted unless accompanied by the Records Center transmittal form, Service Order form, or mutually agreed upon substitute. Deposits and/or information contained in deposits shall be released only to depositor unless otherwise directed in writing.
2. Duration: This agreement shall automatically be renewed for successive terms, unless either party shall cancel it by giving the other written notice of its election to cancel, at least 30 days prior to the expiration of the existing term.
3. Rules: a) Depositor agrees to comply with the standard operating procedures of the AssureVault. B) Depositor agrees not to store narcotics, explosives, or other hazardous or illegal materials.
4. Destruction of Useless Records: Upon written instructions from the depositor or authorized representative, records center will provide certified destruction of deposits. The depositor releases the AssureVault from all liability by reason of destruction of authorized deposits.
5. Limitation of Liability: Depositor's records are not insured by AssureVault for the benefit of depositor or any person that may have an interest in such property. AssureVault assumes no liability for loss or injury to depositor's records and depositor's records are stored at depositor's risk of loss or damage unless such damage or loss is caused AssureVault, LLC failure to exercise the degree of care required by law. If AssureVault LLC fails to exercise the degree of care required by law causes loss or damage to depositor's records, or any consequential or incidental loss, AssureVault, LLC liability for all loss and damage whatsoever shall be limited to \$1.00 per container, depositor's declared value set forth in paragraph 5. By written agreement, AssureVault LLC liability for loss or damage to depositor's records may be increased, in which event the storage charge will be increased commensurate with the increased liability. Depositor waives and releases any claim against AssureVault on account of loss or damage to any items not listed as depositor's records on the deposit receipt, whether such loss or damage was due or claimed to be due to AssureVault, LLC negligence or the negligence of its officers, agents or employees.
6. Non-Payment: a) if depositor fails to pay charges of records center for a period of 30 days after invoice, depositor agrees to pay a late charge of 1.5% per month. Records center may suspend all services and refuse access to any depositor for any accounts unpaid for 60 days. B) If depositor fails to pay charges for 120 days, the AssureVault may, at its option, after giving notice by registered mail, either destroy the deposits, or return them to depositor contingent upon payment of all outstanding charges including removal; all without liability of records center to the depositor. C) AssureVault claims a lien against depositor's records for all charges and for expenses necessary for preservation of the deposits or reasonably incurred in their disposal. AssureVault may enforce its lien in any manner provided by law.
7. Indemnification: The depositor agrees to fully indemnify and hold harmless the AssureVault, its officers, employees and agents for any liability, cost or expense, including reasonable attorneys' fees, that the AssureVault may suffer or incur as a result of claims, demands, costs or judgments against it arising out of its relations with the depositor or third parties pursuant to this agreement.
8. Acceptance: In the absence of an executed agreement, the act of tendering deposits for storage and/or other services performed by AssureVault, LLC constitutes acceptance by depositor to the terms and conditions of this agreement.
9. Access to Stored Materials: a) Stored material and information contained in said stored material shall be delivered only to depositor's authorized representative. Depositor represents that the authorized representative has full authority to order any service for or removal of the stored material and to deliver and receive such. Such order may be given in person, by telephone, or in writing. B) When stored materials are ordered out, a reasonable time shall be given to the AssureVault to carry out said instructions; and if it is unable to do so (or to provide any other service herein contemplated) because of acts of God or public enemy, seizure or legal process, strikes, lockout, riots and civil commotions, or other reason beyond the AssureVault, LLC control or because of loss or destruction of goods for which the AssureVault is not liable, or because of any other excuse provided by law, the AssureVault shall not be liable for failure to carry out such instructions or services. C) The AssureVault reserves the right to deny access to or delivery of the stored materials until such time as depositor shall have the right at reasonable times and upon reasonable notice to examine the media and/or records and compilations of data of the AssureVault which pertain to the performance of the provisions of the agreement.