◄ ELECTRONIC RECORDS STORAGE COSTS

- How much space do your born-digital records occupy?
- If you intend to scan paper records, determine the file format and resolution you intend to use so you can estimate how much storage space will be required for each page to be scanned.
- Do you routinely purge routine, obsolete, and trivial documents, or will your storage needs keep expanding?
- Multiply by 2 so you can have at least 1 backup.

On-Premise Storage

- If your IT department handles storage, what is their fee for each TB of storage?
- If you're setting up your own drive, how much space is available outside of the operating system?
- What will it cost to implement a document management system or some other means of indexing your electronic records?

hard disk drive

solid state drive

magnetic data tape

Cloud Storage

- What is the monthly fee for storage of your data? Is data backup included in this fee?
- What are the costs for requests (put, copy, list, select)?
- Are there additional fees if you must retrieve all your data to move to a different vendor?
- What are the costs for data transfers (e.g., your website calls an object that's in cloud storage)?
- What are the costs for data management (e.g., inventory, analytics, object tagging, replication)?
- Is there a fee to delete files, and is a certificate of destruction provided?