

Associated Document 1

Projects involving QMUL are advised to archive with the BH Corporate Records Management Team, but there is a charge for this service. Price list is provided below for trials where the budget has already been set.

Trials where budget has already been set	
Service	Cost
Provision of cardboard boxes (one-off charge)	£2 per box
Administration of new boxes into Records Centre (one-off charge)	£1 per box
Box storage	£0.20p per box per month (0.0065789p per box per day)
Access to / loans of records	£2.00
Return of loans	£1.00
Permanent withdrawal of boxes or files	£2.00 per each box or file permanently withdrawn
Transport of box(es) by Trust transport to or from Occupational Health/Trust sites	£8.00 for each delivery or collection
Use of photocopier at Prescott Street searchroom	0.10p per A4 sheet
Permanent destruction administration	£2.50 per box

The price list below should be used for setting up budgets for new trials as part of the application process.

New trials where budget is being set	
Service	Cost
Administration of new boxes into Records Centre	£50 per box
Box storage	£0.20p per box per month (0.0065789p per box per day)
Loan Administration	£20 per box
Permanent withdrawal of boxes or files	£25 per each box or file permanently withdrawn
Transport of box(es) by Trust transport	£50.00 for each delivery or collection (regardless of the number of boxes)
Use of photocopier at Prescott Street searchroom	0.10p per A4 sheet
Permanent Destruction Administration	£25 per box