

Department of Administrative Services Rates, Fees and Premiums FY2015

ARCHIVES	Fee Title	FY2015
COPY CHARGES		
DOCUMENTS		
1.	Digital Imaging 300 dpi or higher	\$ 10.00
2.	Documents 11" x 14" and 11" x 17"- by patron	\$ 0.25
3.	Documents 11" x 14" and 11" x 17"- by staff (limit 50)	\$ 0.50
4.	Documents 8.5" x 11" - by patron	\$ 0.10
5.	Documents 8.5" x 11" - by staff (limit 50)	\$ 0.25
6.	Copier Duplication - By Patron (Paper to PDF)	\$ 0.10
7.	Copier Duplication - By Staff (Paper to PDF)	\$ 0.25
MICROFILM/MICROFICHE		
8.	Copies from Microfilm/Microfiche - Digital - by patron	\$ 0.15
9.	Copies from Microfilm/Microfiche - Digital - by staff (limit 25)	\$ 1.00
10.	Copies from Microfilm/Microfiche - Paper - by patron	\$ 0.25
11.	Copies from Microfilm/Microfiche - Paper - by staff (limit 25)	\$1.00
VIDEO		
12.	Video Recording (this price excludes cost of medium)	\$ 20.00
AUDIO		
13.	Audio Recording (this price excludes cost of medium)	\$ 10.00
FAX CHARGES		
FAX		
14.	International fax fee (plus copy charge)	\$ 5.00
15.	Local fax fee (plus copy charge)	\$ 1.00
16.	Long Distance fax fee (plus copy charge)	\$ 2.00
IMAGE USE CHARGES		
BROADCAST, THEATRICAL PRESENTATIONS, WEB SITES		
17.	Non-Commercial (Education, museum, cultural institutions)	At Cost
18.	Commercial: Local / Intranet	\$ 75.00
19.	National / Internet	\$ 100.00
PUBLICATIONS, BOOKS, PAMPHLETS, JOURNALS, CD, VIDEO		
20.	Non-Commercial (Education, museum, cultural institutions)	At Cost
21.	Commercial: Less than 10,000	\$ 10.00
22.	10,000 to 49,000	\$ 35.00
23.	50,000 +	\$ 75.00
PUBLISHED POSTERS, CALENDARS, POST CARDS, BROCHURES		
24.	Non-Commercial (Education, museum, cultural institutions)	At Cost
25.	Commercial: Less than 1,000	\$ 25.00
26.	1,000 to 5,000	\$ 50.00
27.	5,000 +	\$ 75.00
ADVERTISEMENTS		
28.	Non-Commercial (Education, museum, cultural institutions)	
29.	Commercial: Local newspapers	\$ 75.00
30.	National newspapers	\$ 100.00
31.	Catalogs	\$ 75.00
DISPLAY		
32.	Non-Commercial (Education, museum, cultural institutions)	At Cost
33.	Commercial	\$ 10.00
FILM/VIDEO (MOVING IMAGE OR SOUND RECORDING)		
34.	Non-Commercial (Education, museum, cultural institutions)	At Cost
35.	Commercial: Less than 5 minutes	\$ 25.00
36.	5-10 minutes	\$ 50.00
37.	Shown in entirety	\$ 75.00
OTHER		
38.	Local News Media (at cost)	At Cost
39.	Novelties	\$ 10.00
40.	Resale	\$ 10.00
MAILING CHARGES		
INTERNATIONAL		
41.	1-10 Pages	\$ 5.00

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42.	CD/DVD/USB	\$ 6.00
43.	each additional reel	\$ 2.00
44.	for each additional 10 pages	\$ 1.00
45.	Microfilm 1-2 reels	\$ 6.00
46.	Photo 11 x 14	\$ 8.00
47.	Photo 8 x 10	\$ 6.00
USA		
48.	1-10 Pages	\$ 3.00
49.	add postage for each 10 pages	\$ 1.00
50.	CD/DVD/USB	\$ 4.00
51.	each additional reel	\$ 1.00
52.	Microfilm 1-2 reels Lab Processing	\$ 4.00
53.	Photo 11 x 14	\$ 6.00
54.	Photo 8 x 10	\$ 4.00
55.	Video	\$ 5.00
OTHER FEES		
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56.	Archivist handling fee as provided by GRAMA 63G-2-203(2) (per/hr.)	\$ 28.00
57.	Microfilm security storage per reel - Cost	At Cost
58.	Special request pricing - Cost	At Cost
59.	Micro-fiche production fee per image	\$ 0.0350
60.	Work Setup Fee (WSF)	\$ 25.00
60.	Data Base Download (Work Set Up Fee plus \$0.10 per Record)	\$ 0.10
GLOSSY OR MATTE B/W PRINTS		
62.	11 x 14	\$ 25.00
63.	16 x 20	\$ 35.00
64.	20 x 24	\$ 55.00
65.	4 x 5	\$ 7.00
66.	5 x 7	\$ 10.00
67.	8 x 10	\$ 15.00
RECORDS HANDLING & PRESERVATION		
GENERAL		
68.	16mm diazo microfilm duplication - per reel	\$ 12.00
69.	16mm master film	\$ 12.00
70.	Work Setup Fee (WSF)	\$ 25.00
71.	16mm silver print duplication - per reel	\$ 20.00
72.	35mm diazo microfilm duplication - per reel	\$ 14.00
73.	35mm master film	\$ 20.00
74.	35mm silver print duplication - per reel	\$ 22.00
75.	Books filmed (cost per page)	\$ 0.15
76.	Certified copy of a document	\$ 4.00
77.	Electronic images to microfilm	\$ 40.00
78.	Frames filmed - custom work	\$ 0.08
79.	Frames filmed - standard filming	\$ 0.05
80.	Microfilm to CD/DVD/USB (set up fee)	\$ 5.00
81.	Microfilm to Digital PDF conversion	\$ 5.00
82.	Newspaper filming per page	\$ 0.30
83.	Microfilm to CD/DVD/USB, per reel	\$ 40.00
84.	Photocopy made by requester	\$ 0.10
SUPPLIES		
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85.	CD (per disk)	\$ 2.50
86.	Electronic File on-line	\$ 2.50
87.	DVD (per disk)	\$ 4.00
88.	Film cartridge	\$ 3.50
89.	Pencil	\$ 0.25
90.	USB Flash Drive (per GB)	\$ 5.00