

Department of Administrative Services Rates, Fees and Premiums FY2014

	Fee Title	2013 Rate	2014 Rate	Rate Change	Unit Volume	Rate Impact
ADMINISTRATIVE SERVICES, DEPT.						
ARCHIVES						
COPY CHARGES						
AUDIO						
	Audio Recording (this price excludes cost of medium)	\$4.00	\$10.00	\$6.00		
DOCUMENTS						
	Documents 11" x 14" and 11" x 17"- by patron	\$0.25	\$0.25	\$0.00		
	Documents 11" x 14" and 11" x 17"- by staff (limit 50)	\$0.50	\$0.50	\$0.00		
	Documents 8.5" x 11" - by patron	\$0.10	\$0.10	\$0.00		
	Documents 8.5" x 11" - by staff (limit 50)	\$0.25	\$0.25	\$0.00		
	Copier Duplication - By Patron (Paper to PDF)		\$0.10	\$0.10		
	Copier Duplication - By Staff (Paper to PDF)		\$0.25	\$0.25		
MICROFILM/MICROFICHE						
	Copies from Microfilm/Microfiche - Digital - by patron	\$0.15	\$0.15	\$0.00		
	Copies from Microfilm/Microfiche - Digital - by staff (limit 25)	\$1.00	\$1.00	\$0.00		
	Copies from Microfilm/Microfiche - Paper - by patron	\$0.25	\$0.25	\$0.00		
	Copies from Microfilm/Microfiche - Paper - by staff (limit 25)	\$1.00	\$1.00	\$0.00		
VIDEO						
	Video Recording (this price excludes cost of medium)	\$20.00	\$20.00	\$0.00		
CUSTOM REPRODUCTION REQUESTS						
REPRODUCTIONS						
	Maps, Color Photos, Posters & Oversize - Cost +40%		Cost + 40%	Cost + 40%		
FAX CHARGES						
FAX						
	International fax fee (plus copy charge)	\$5.00	\$5.00	\$0.00		
	Local fax fee (plus copy charge)	\$1.00	\$1.00	\$0.00		
	Long Distance fax fee (plus copy charge)	\$2.00	\$2.00	\$0.00		
GENERAL						
GENERAL						
	Micro-fiche production fee per image		\$0.035	\$0.035		
	Work Setup Fee (WSF)		\$25.00	\$25.00		
OTHER FEES						
	Data Base Download (Work Set Up Fee plus \$0.10 per Record)		\$0.10	\$0.10		
IMAGE USE CHARGES						
BROADCAST, THEATRICAL						
	Commercial - Local	\$75.00	\$75.00	\$0.00		
	Commercial - National	\$100.00	\$100.00	\$0.00		
	Non-profit/Educational/Museum (at cost)	\$0.00	\$0.00	\$0.00		
PUBLICATIONS, BOOKS,						
	Commercial - 10,000 - 50,000	\$35.00	\$35.00	\$0.00		
	Commercial - 50,000 +	\$75.00	\$75.00	\$0.00		
	Commercial - less than 10,000	\$10.00	\$10.00	\$0.00		
	Non-profit/Educational/Museum (at cost)	\$0.00	\$0.00	\$0.00		

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	PUBLISHED POSTERS,					
	Commercial - 1,000 - 5,000	\$50.00	\$50.00	\$0.00		
	Commercial - 5,000 +	\$75.00	\$75.00	\$0.00		
	Commercial - less than 1,000	\$25.00	\$25.00	\$0.00		
	Non-profit/Educational/Museum (at cost)	Cost	Cost	Cost		
	ADVERTISEMENTS					
	Catalogs	\$75.00	\$75.00	\$0.00		
	Genealogy/Family History	Cost	Cost	Cost		
	Local Newspaper/magazine	\$75.00	\$75.00	\$0.00		
	National newspaper/magazine	\$100.00	\$100.00	\$0.00		
	Non-profit/Educational/Museum (at cost)	Cost	Cost	Cost		
	DISPLAY					
	Commercial - Local/National	\$10.00	\$10.00	\$0.00		
	Non-profit/Educational/Museum (at cost)	Cost	Cost	Cost		
	FILM/VIDEO (MOVING IMAGE OR					
	Commercial - 5 to 10 minutes	\$50.00	\$50.00	\$0.00		
	Commercial - less than 5 minutes	\$25.00	\$25.00	\$0.00		
	Commercial - Shown in entirety	\$75.00	\$75.00	\$0.00		
	Genealogy/Family History	Cost	Cost	Cost		
	Non-profit/Educational/Museum (at cost)	Cost	Cost	Cost		
	OTHER					
	Local News Media (at cost)	Cost	Cost	Cost		
	Novelties	\$10.00	\$10.00	\$0.00		
	Resale	\$10.00	\$10.00	\$0.00		
	MAILING CHARGES					
	INTERNATIONAL					
	1-10 Pages	\$5.00	\$5.00	\$0.00		
	CD/DVD/USB	\$6.00	\$6.00	\$0.00		
	each additional reel	\$2.00	\$2.00	\$0.00		
	for each additional 10 pages	\$1.00	\$1.00	\$0.00		
	Microfilm 1-2 reels	\$6.00	\$6.00	\$0.00		
	Photo 11 x 14	\$8.00	\$8.00	\$0.00		
	Photo 8 x 10	\$6.00	\$6.00	\$0.00		
	USA					
	1-10 Pages	\$3.00	\$3.00	\$0.00		
	add postage for each 10 pages	\$1.00	\$1.00	\$0.00		
	CD/DVD/USB	\$4.00	\$4.00	\$0.00		
	each additional reel	\$1.00	\$1.00	\$0.00		
	Microfilm 1-2 reels Lab Processing	\$4.00	\$4.00	\$0.00		
	Photo 11 x 14	\$6.00	\$6.00	\$0.00		
	Photo 8 x 10	\$4.00	\$4.00	\$0.00		
	Video	\$5.00	\$5.00	\$0.00		
	OTHER FEES					
	OTHER FEES					
	Archivist handling fee as provided by GRAMA 63G-2-203(2)	\$15.00	\$28.00	\$13.00		
	Microfilm security storage per reel - Cost	Cost	Cost	Cost		
	Special request pricing - Cost	Cost	Cost	Cost		
	PHOTO REPRODUCTIONS					
	FIBER BASE SEPIA TONE PRINTS					
	11 x 14	\$40.00	\$40.00	\$0.00		
	16 x 20	\$60.00	\$60.00	\$0.00		
	20 x 24	\$70.00	\$70.00	\$0.00		
	4 x 5	\$12.00	\$12.00	\$0.00		
	5 x 7	\$16.00	\$16.00	\$0.00		

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		8 x 10	\$25.00	\$25.00	\$0.00		
		GLOSSY OR MATTE B/W PRINTS					
		11 x 14	\$25.00	\$25.00	\$0.00		
		16 x 20	\$35.00	\$35.00	\$0.00		
		20 x 24	\$55.00	\$55.00	\$0.00		
		4 x 5	\$7.00	\$7.00	\$0.00		
		5 x 7	\$10.00	\$10.00	\$0.00		
		8 x 10	\$15.00	\$15.00	\$0.00		
		PHOTOS					
		10 image max on 600 dpi or greater	Cost	Cost	Cost		
		20 image max on 300-500 dpi scans	Cost	Cost	Cost		
		Digital Imaging 300 dpi or higher	\$10.00	\$10.00	\$0.00		
		Five working day rush order (per image)	\$2.00	\$2.00	\$0.00		
		Five working day rush order (per scan)	\$2.00	\$2.00	\$0.00		
		RECORDS					
		GENERAL					
		16mm diazo microfilm duplication - per reel	\$10.00	\$12.00	\$2.00		
		16mm master film	\$10.00	\$12.00	\$2.00		
		16mm silver print duplication - per reel	\$18.00	\$20.00	\$2.00		
		35mm diazo microfilm duplication - per reel	\$12.00	\$14.00	\$2.00		
		35mm master film	\$15.00	\$20.00	\$5.00		
		35mm silver print duplication - per reel	\$20.00	\$22.00	\$2.00		
		Books filmed (cost per page)	\$0.15	\$0.15	\$0.00		
		Certified copy of a document	\$4.00	\$4.00	\$0.00		
		Electronic images to microfilm	\$40.00	\$40.00	\$0.00		
		Frames filmed - custom work	\$0.08	\$0.08	\$0.00		
		Frames filmed - standard filming	\$0.05	\$0.05	\$0.00		
		Laser printer output by staff	\$0.50	\$0.50	\$0.00		
		Mail request (outside US)	\$5.00	\$5.00	\$0.00		
		Mail request (within US)	\$2.00	\$2.00	\$0.00		
		Microfilm to CD/DVD/USB (set up fee)	\$5.00	\$5.00	\$0.00		
		Newspaper filming per page	0	\$0.03	\$0.03		
		Microfilm to CD/DVD/USB, per reel	\$35.00	\$40.00	\$5.00		
		Photocopy made by requester	\$0.10	\$0.10	\$0.00		
		SUPPLIES					
		SUPPLIES					
		CD (per disk)	\$2.00	\$2.50	\$0.50		
		DVD (per disk)	\$4.00	\$4.00	\$0.00		
		Film cartridge	\$3.50	\$3.50	\$0.00		
		Pencil	\$0.25	\$0.25	\$0.00		
		USB Flash Drive (per GB)	\$5.00	\$5.00	\$0.00		
		SURPLUS PHOTO CHARGES					
		PHOTOS					
		4 x 5	\$1.00	\$1.00	\$0.00		
		5 x 7	\$2.50	\$2.50	\$0.00		
		8 x 10	\$4.00	\$4.00	\$0.00		
		Slides	\$1.50	\$1.50	\$0.00		