

**Texas State Library and Archives Commission
Archives and Information Services Division (ARIS)**

Fee schedule (FY2020)

Sept 1, 2020 – Aug 31, 2021

The following fees will be charged in accordance with the Office of the Attorney General's rules concerning Cost of Copies of Public Information (1 Tex. Admin. Code §§ 70.1 - 70.12 (TAC)) and the agency's Public Record Fees (13 TAC § 2.51).

Description of charge	PIA rates	Research Request rates
1. Photocopies or printouts (8.5x11 or 8.5x14)	\$0.10/page	\$0.10/page
2. Photocopies or printouts (11 x 17)	\$0.50/page	\$0.50/page
3. Labor for copies of 50 pages or more (on-site materials)	\$15/hour	N/A
4. Labor for reproductions of any amount (off-site materials)	\$15/hour	N/A
5. Remote document retrieval (off-site materials)	\$1.75/box plus \$11/delivery	N/A
6. Labor for redaction of confidential information of 50 or more pages	\$15/hour Min. 1 hr charge	N/A
7. Labor for redaction of confidential information of any amount (off-site materials)	\$15/hour Min. 1 hr charge	N/A
8. Material costs for electronic records	\$1.00/CD \$3.00/DVD \$14.25/flash drive	\$1.00/CD \$3.00/DVD \$14.25/flash drive
9. Microform	\$24-\$37/reel plus \$11/delivery	\$24-\$37/reel plus \$11/delivery
10. Digitization of non-standard paper-based materials and photographic negatives	\$4-\$5/image Initial fee	\$4-\$5/image Initial fee
11. Photo stitching	\$2.50/image	\$2.50/image
12. Audiocassette digitization	\$11.50 for up to 15 minutes \$5/add'l 15-minute increment	\$11.50 for up to 15 minutes \$5/add'l 15-minute increment
13. Audio reel digitization	Actual cost	Actual cost
14. Standard film digitization	\$28 for film up to 50 ft. \$2.25/add'l 50 ft. increment	\$28 for film up to 50 ft. \$2.25/add'l 50 ft. increment
15. HD film digitization	\$53 for film up to 50 ft. in length, \$4.25/add'l 50 ft. increment	\$53 for film up to 50 ft. in length, \$4.25/add'l 50 ft. increment
16. Video digitization	\$14.50 for up to 15 minutes \$4.75/add'l 15-minute increment	\$14.50 for up to 15 minutes \$4.75/add'l 15-minute increment
17. Third party reproduction	Actual cost plus 25% fee	Actual cost plus 25% fee
18. Certification	\$5.00/instrument	\$5.00/instrument
19. Postage & Shipping	Actual cost	Actual cost
20. Large format prints	Actual cost	Actual cost

ARIS Charge Descriptions

1. **Photocopies or printouts (8.5x11 or 8.5x14).** Per [1 TAC § 70.3\(b\)\(1\)](#). Copies are provided in the original format of the records. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site, with the option for requestors to scan their own copies.
2. **Photocopies or printouts (11 x 17).** Per [1 TAC § 70.3\(b\)\(2\)\(L\)](#). Copies are provided in the original format of the records. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site, with the option for requestors to scan their own copies.
3. **Labor for copies of 50 pages or more (on-site materials).** Per [1 TAC § 70.3\(d\)](#). Copies are provided in the original format of the records. For print records, photocopies or printouts are provided. For electronic records, copies will be transferred to CD or DVD. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site, with the option for requestors to scan their own copies.
4. **Labor for reproductions of any amount (off-site materials).** Per [1 TAC § 70.3\(d\)](#).
5. **Remote document retrieval (off-site materials).** Per [1 TAC § 70.3\(g\)\(1\)](#). SLRM charges for retrieval and delivery of materials will be applied to PIA costs. Charges reflect current SLRM fees. This fee schedule will be reviewed and updated to match SLRM fees.
6. **Labor for redaction of confidential information of 50 or more pages.** Per [1 TAC § 70.3\(d\)\(4\)](#). Minimum 1 hour charge applies.
7. **Labor for redaction of confidential information of any amount (off-site materials).** Per [1 TAC § 70.3\(d\)\(4\)](#). Minimum 1 hour charge applies.
8. **Material costs for electronic records.** Per [1 TAC § 70.3\(b\)\(2\)](#). CD and DVD costs are as outlined in cost rules. Flash drive costs are current actual costs. Applies only to records that are in electronic format or the data from a print record that must be inputted and run through a computer program. Copies are provided in the original format of the records. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site.
9. **Microform.** Per [1 TAC § 70.3\(f\)](#). SLRM charges different rates for different types of microform, as well as delivery. Charges reflect current SLRM fees. This fee schedule will be reviewed and updated to match SLRM fees. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site.
10. **Digitization of non-standard paper-based materials and photographic negatives.** Per [13 TAC § 2.51\(b\)\(5\)-\(6\)](#) and [1 TAC § 70.3\(b\)-\(e\), \(h\)](#). The agency charges an initial digitization fee. \$4.00 fee for initial digitization of non-standard items (ex. photographs and maps) 11x17 and smaller. \$5.00 for initial digitization of non-standard items larger than 11 x 17. Cost includes labor, overhead, and computer charges. The agency determines what materials must be digitized before access or use copies may be made. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site.
11. **Photo stitching.** Per [13 TAC § 2.51\(b\)\(5\)-\(6\)](#) and [1 TAC § 70.3\(b\)-\(e\), \(h\)](#). Cost includes labor, overhead, and computer charges. The agency determines what materials must be digitized before access or use copies may be made. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site.
12. **Audiocassette digitization.** Per [13 TAC § 2.51\(b\)\(5\)-\(6\)](#) and [1 TAC § 70.3\(b\)-\(e\), \(h\)](#). Cost includes labor, overhead, and computer charges. The agency determines what materials must be digitized before access or use copies may be made. The agency does not provide a scan on demand service. Access to records will be made available to be reviewed on-site.
13. **Audio reel digitization.** Per [13 TAC § 2.51\(b\)\(5\)-\(6\)](#) and [1 TAC § 70.3\(b\)-\(e\), \(h\)](#). Fee determined by tape length, recording speed, and track configuration. Cost includes labor, overhead, and computer charges. The

agency determines what materials must be digitized before access or use copies may be made. The agency does not provide a scan on demand service. Access to records will be made available to be reviewed on-site.

- 14. Standard film digitization.** Per [13 TAC § 2.51\(b\)\(5\)-\(6\)](#) and [1 TAC § 70.3\(b\)-\(e\), \(h\)](#). Cost includes labor, overhead, and computer charges. The agency determines what materials must be digitized before access or use copies may be made. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site.
- 15. HD film digitization.** Per [13 TAC § 2.51\(b\)\(5\)-\(6\)](#) and [1 TAC § 70.3\(b\)-\(e\), \(h\)](#). Cost includes labor, overhead, and computer charges. The agency determines what materials must be digitized before access or use copies may be made. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site.
- 16. Video digitization.** Per [13 TAC § 2.51\(b\)\(5\)-\(6\)](#) and [1 TAC § 70.3\(b\)-\(e\), \(h\)](#). Cost includes labor, overhead, and computer charges. The agency determines what materials must be digitized before access or use copies may be made. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site. Not all video formats can be digitized in house.
- 17. Third party reproduction.** Not all formats can be digitized in house. The agency determines what materials must be digitized before access or use copies may be made. The agency does not provide a scan on demand service. Access to records will be made available to be viewed on-site. Per [13 TAC § 2.51\(b\)\(4\)](#). The agency sets the standard charge for arranging third party reproduction services.
- 18. Certification.** Per [13 TAC § 2.51\(b\)\(1\)](#). The agency sets charges for certification. If certification is requested on each page, the cost is \$5 per instrument if the instrument consists of 5 pages or less or \$1 per page if the instrument consists of more than 5 pages.
- 19. Postage and shipping.** Actual cost.
- 20. Large format prints.** Per [1 TAC § 2.51\(b\)\(3\)](#). Actual cost.