



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING DIGITAL SERVICES
FEE SCHEDULE (FY 2025)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center on Shoal Creek Boulevard in Austin, Texas.

Standard Rotary Equipment Image Capture		Imaging up to 8.5 x 14	
1. B & W 200 DPI (920-30-01)		Per Image	\$ 0.0400
2. B & W 300 DPI (920-30-02)		Per Image	\$ 0.0500
3. B & W 400 DPI (920-30-03)		Per Image	\$ 0.0525
4. B & W 600 DPI (920-30-04)		Per Image	\$ 0.0650
5. Color 300 DPI (920-30-05)		Per Image	\$ 0.0600
6. Color 400 DPI (920-30-06)		Per Image	\$ 0.0700
7. Color 600 DPI (920-30-07)		Per Image	\$ 0.0800
Large Format and Flatbed Image Capture		Imaging up to 42 inches wide	
8. 300 DPI (920-30-08)		Per Image	\$ 1.250
9. 400-600 DPI (920-30-09)		Per Image	\$ 1.400
Transparency Media Capture		Not Available	
Image Processing		OCR/Searchable PDF	
10. 200 DPI (920-30-10)		Per Image	\$ 0.040
11. 300 DPI (920-30-11)		Per Image	\$ 0.040
12. 400 DPI (920-30-12)		Per Image	\$ 0.040
13. 600 DPI (920-30-13)		Per Image	\$ 0.050
Microform Conversion			
14. Microfilm to Digital (920-30-14)		Per Image	\$ 0.100
15. Microfiche to Digital (920-30-15)		Per Image	\$ 0.120
Index Field - Type 1		Automated Process	
16. 15 Characters (958-82-18)		Per Field	\$ 0.040
17. 16-30 Characters (958-82-19)		Per Field	\$ 0.040
18. 31-45 Characters (958-82-20)		Per Field	\$ 0.040
19. 46-225 Characters (958-82-21)		Per Field	\$ 0.040
Index Field 2 - Type 2		Manual capture within doc	
20. 15 Characters (958-82-22)		Per Field	\$ 0.085
21. 16-30 Characters (958-82-23)		Per Field	\$ 0.095
22. 31-45 Characters (958-82-24)		Per Field	\$ 0.140
23. 46-100 Characters (958-82-25)		Per Field	\$ 0.210
24. 101-255 Characters (958-82-26)		Per Field	\$ 0.300
Special Document Handling			
25. Storage in Climate-Controlled Center While Imaging (962-95-10)		Per Month	No Charge
26. Storage in Climate-Controlled Center After Imaging (962-95-01)		Per month/Per Cubic ft (CF)	\$ 0.210
Capture From Special Formats			
27. Photographic Prints (920-30-16)		Per Image	Contact Imaging
28. Photographic Negatives (920-30-17)		Not Available	
29. Newspaper (920-30-18)		Per Image	Contact Imaging
30. X-Rays (920-30-19)		Not Available	



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31. Manuscripts (920-30-20)		Per Image	Contact Imaging
32. Drawings (920-30-21)		Per Image	Contact Imaging
33. Bound Books (920-30-22)		Per Image	Contact Imaging
Enhancing Images			
34. Enhancements (920-30-23)		Per Image	\$ 0.060
Delivery Media By Storage Type			
35. USB/Portable Hard Drive (Kept by customer) (920-34-01)		Per Drive	At Cost
36. USB/Portable Hard Drive (Returned at end of project) (920-34-01)		Per Drive	No Charge
37. Media By Data Exchange (920-34-01)		Per Gigabyte	No Charge
38. Imaging Repository Hosting/Repository Maintenance (920-34-01)		Not Available	
Personnel			
39. Quotes for Imaging Production Projects (958-82-27)			No Charge
40. Project Planning (958-82-19)		Per Hour	\$ 60.000
41. Document Preparation (958-82-13)		Per Hour	\$ 40.000
42. Research (958-82-14)		Per Hour	\$ 40.000
43. Re-Preparation Services (958-52-18)		Per Hour	\$ 40.000
Transportation			
44. Pickup/Delivery (958-82-06)	Inside Austin City Limits	Per Trip	\$ 15.000
45. Pickup/Delivery (958-82-09)	Outside Austin City Limits	Per Mile	\$ 1.500
46. Postage and Handling (915-58-01)		Per Shipment	At Cost
Destruction			
47. Paper (958-82-02)		Per Box	\$ 3.750
48. Microforms (958-82-02)		Per Reel/Set of Fiche	\$ 3.750
Other Services			
49. Special Projects (920-30-25)		Per Project	Contact Imaging
50. Minimum Order (920-30-26)		Per Project	\$ 150.00
51. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) (958-82-10)		Per Page/Per Frame	\$ 0.250
<i>Note: circulation and research fees also applied for pull and refile (See Records Storage Services Fee Schedule Items 15, 16 and 26).</i>			
Location of Scanning - At State Records Center only			
Storage /Circulation of Source Material after Imaging		See Storage Fee Schedule	

Imaging Digital Service Descriptions



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- 1-7. Standard Rotary Equipment Imaging Capture:** These are rates related to rotary scanned images at various grades of DPI. If the documents can be fed through a rotary scanner, these rates apply.
- 8-9. Large Format and Flatbed Image Capture:** This rate applies for documents that cannot be fed through a rotary scanner. Examples may include oversized (greater than 8.5x14) maps or building plans and fragile or damaged documents that may not pass through the rotary scanner without incurring damage.
- 10-13. Image Processing (OCR/Searchable PDF):** This rate applies when the produced images must be made searchable, through Optical Character Recognition (OCR). This technology is not exact and should not be relied on for full searching of the text.
- 14. Microfilm Conversion:** For the conversion of microfilm from 16mm or 35mm reel film to a digital format.
- 15. Microfiche Conversion:** For the conversion of Microfiche (sheet film) to a digital format.
- 16-19. Automated Index Fields:** Indexes (titles) autogenerated (no data entry required) and when utilizing barcode separators to capture unique identifiers or other automated index fields.
- 20. Manual Index Field, up to 15 Characters:** No more than 15 characters per field, data entered by TSLAC's Imaging staff.
- 21. Manual Index Field, 16-30 Characters:** Between 16 and 30 characters per field, data entered by TSLAC's Imaging staff.
- 22. Manual Index Field, 31-45 Characters:** Between 31 and 45 characters per field, data entered by TSLAC's Imaging staff.
- 23. Manual Index Field, 46-100 Characters:** Between 46 and 100 characters per field, data entered by TSLAC's Imaging staff.
- 24. Manual Index Field, 101-255 Characters:** From 101 and the maximum allowable character count of 255 per field, data entered by TSLAC's Imaging staff.
- 25. Storage in Climate-Controlled Center While Imaging:** For projects of 500 boxes or less originally created as imaging production projects and not for storage in the State Records Center. While media is with TSLAC waiting to be imaged, there is no charge for the storage of the material. Delivery/Pickup charges still apply, see items 44-45.
- 26. Storage in Climate-Controlled Center After Imaging:** After a six-month grace period, boxes still in the state records center will be subject monthly storage fees. The monthly fee is \$0.21 per cubic foot. The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet each; this is equal to \$0.252 per month.
- 27-33. Capture from Special Formats:** For physical media that is not on standard paper stock or paper that is larger than 42 inches wide, please contact the TSLAC Imaging Unit to discuss your needs to determine if TSLAC can assist you. Items listed in the section are examples of the most common requests and is not intended to represent the only types of media TSLAC will consider.
- 34. Enhancements:** This rate includes alterations made to an image by an imaging operator to adjust: bit depth, resolution, tonal dynamic range, contrast and color space. It is also applied for re-centering, skewing, and adjusting borders.
- 35. USB/Hard Drive:** The imaging supervisor will bill the customer for the USB/Hard Drive purchased by TSLAC, assuming the drive(s) is not going to be returned to the State Records Center.
- 36. USB/Hard Drive:** Media is exchanged via a removable drive(s), but the drive(s) is returned to the SRC.
- 37. Media By Data Exchange –** The State Records Center has an application for secure, electronic transmission of large files to or from agency customers. The application does not require customers purchase software to access their material. Or if the customer prefers to use their own secure FTP site that can be arranged. Data exchange method should be established during setup of the project.



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- 38. Imaging Repository Hosting/Repository Maintenance:** All images will be returned to the agency prior to being deleted from TSLAC's servers.
- 39. Quotes for Imaging Production Projects:** No additional charges are assessed for reviewing details of imaging project with the customer, working with the customer to develop and finalize their Statement of Work for the project. Creating price quotes, time estimates and other general project formalization from the contracting phase to the start of the project.
- 40. Project Planning:** Hourly charge of \$60.00 per hour assessed when additional planning beyond the initial quote exceeds more than 2 hours in a month. Charges are assessed for reviewing details of imaging project with the customer, change orders, working with the customer to develop and finalize an updated Statement of Work for a project, creating additional price quotes, time estimates, and other general project formalization once the initial contracting phase is complete. Charges calculated in 15-minute increments with a minimum charge of \$15.00.
- 41. Document Preparation:** Document preparation involves repairing and arranging documents in the proper order, purging documents not requiring filming, removing fasteners, stamping/coding, inserting targets, etc. Charges calculated in 15-minute increments with a minimum charge of \$10.00
- 42. Research:** - Hourly charge of \$40.00 per hour to research box contents, reels of microfilm or sheets of microfiche in the queue to be imaged; to search multiple boxes for particular files; to find individual images on reels of microfilm or sheets of microfiche to fulfill a scan on demand request; to reorganize images in folders in the correct order when images require multiple passes to capture information on a single page; or to locate a smaller set of images already scanned in a large project that have not yet transferred to the agency or local government. Charges calculated in 15-minute increments with a minimum charge of \$10.00.
- 43. Re-preparation Services:** Returning documents to their original state – i.e. re-stapling, clipping and/or binding, re-foldering – of the documents to return them to their pre-imaged condition.
- 44. Regular Deliveries/Pickups (in City of Austin):** Records requested will be delivered typically within one business day or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).
- 45. Delivery Mileage Charge (outside City of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.
- 46. Postage and Handling:** Actual charges will be added for postage and handling to return source documents and reels to the customer. Customer can request special services such as delivery confirmation.
- 47. Paper Disposition** – Mark for disposition, verify vs. manifest, add to pallets, wrap and weigh pallets and send to state shred vendor.
- 48. Microform Disposition** - Mark for disposition, verify vs. manifest, add to secure shred bins, wrap and weight bins and send to state shred vendor.
- 49. Special Projects:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services might include damaged/delicate record digitization, large scale indexing initiatives, and/or scanning stored records on demand.
- 50. Minimum Order of Digital Imaging Services:** of \$150.00 will be charged at the end of each month for any customer that has a total scanning service cost of less than that amount.
- 51. Scan on Demand:** Applies to a per page or per frame of microforms for the State Records Center to scan and digitally transmit that document to the customer. NOTE: Circulation and research charges also apply to the scan on demand service. (See Records Storage Services fee schedule items 15, 16 and 27).



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Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

Agency: A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

Customer: Includes state agencies and units of local government.

Local Government: A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.

Index: An index is a list of data, such as group of files or database entries. It is typically saved in a plain text format that can be quickly scanned by a search algorithm.