



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING MICROFILM 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.

MICROFILMING IMAGING AND DUPLICATING SERVICES (NIGP CODE)	Unit	Fee
1. Frames Filmed (Rotary Camera/16 mm) (915-68-01)	Per Frame	\$ 0.07
2. Frames Filmed (Digital Archive/16 mm) (915-68-01)	Per Frame	\$ 0.07
3. Frames Filmed (Digital Archive/35mm) (915-68-02)	Per Frame	\$0.14
4. Original Reels Processed (5 Mil) (915-68-03)	Each	\$30.00
5. Original Reels Processed (2.5 Mil) (915-68-04)	Each	\$39.00
6. Original Reels Processed (35 mm) (915-68-05)	Each	\$30.00
7. Reels Duplicated Silver (2.5 Mil – 16 mm) (915-68-06)	Each	\$58.00
8. Reels Duplicated Silver (35 mm Direct) (915-68-07)	Each	\$65.00
9. Reels Duplicated Silver (35 mm Print) (915-68-08)	Each	\$65.00
10. Reels Duplicated Silver (5 Mil) (915-68-09)	Each	\$49.00
11. Reels Duplicated Diazo (2.5 Mil – 16 mm) (915-68-10)	Each	\$43.50
12. Reels Duplicated Diazo (5 Mil – 35 mm) (915-68-11)	Each	\$52.50
13. Reels Duplicated Diazo (5 Mil – 16 mm) (915-68-12)	Each	\$58.00
14. Jackets Loaded (915-68-13)	Each	\$2.50
15. Jackets Duplicated Diazo (915-68-14)	Each	\$2.00
16. Magazine Loaded (915-68-15)	Each	\$3.00



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MICROFILMING IMAGING AND DUPLICATING SERVICES (NIGP CODE)	Unit	Fee
17. Document Preparation (958-82-13)	Per Hour*	\$40.00
18. Postage and Handling (915-58-01)	Each	actual cost
19. Regular Deliveries/Pickups (in City of Austin) (958-85-06)	Each	\$15.00
20. Expedited Deliveries/Pickups (in City of Austin) (958-82-07)	Each	\$30.00
21. Delivery mileage charge (outside City of Austin) (958-82-09)	Per Mile	\$ 1.50
22. Minimum order for filming services (915-68-16)	Each	\$150.00
23. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) (958-82-10) <i>Note: circulation and research fees also applied for pull and refile (See Items 15, 16, and 26 on Records Storage Services Fee Schedule)</i>	Per page/per frame	\$0.25

*Charged in 15-minute increments.

OTHER SERVICES	Unit	Fee
24. Circulation (958-82-04)	Each	\$ 2.10
25. Data entry – per line (958-82-12)	Per line	\$ 1.00
26. Relabel – box or file (958-82-17)	Each	\$2.00
27. Document Preparation (958-82-13)	Per hour*	\$40.00
28. Research – box, file, microform assistance (958-82-14)	Per hour*	\$40.00
29. Special reports – research and generation (958-82-15)	Per hour*	\$40.00

*Charged in 15-minute increments.

Imaging Microfilm Service Descriptions

- 1. Source Document Microfilming:** Imaging Services films documents on rotary cameras using 16mm film. The charges include film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels and transmittal information that provide the records series title, roll number, and beginning and ending contents of each roll.
- 2-3. Digital Archiving Services:** Digital archiving converts digital images to archival microfilm for permanent storage and vital/essential record protection in the case of disaster (including technology obsolescence). Input file formats can vary, and the agency should contact Imaging Services prior to beginning project to discuss options. Files can be sent to the Texas State Library using CD-ROMs, a portable hard drive, or through a secure SFTP site. Output format is archival 16mm or 35 mm silver halide microfilm. The charges include film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels as well as transmittal information that provide the records series title, roll number, and beginning and ending contents of each roll.
- 4-6. Original Reels Processed:** For reels of film produced by agencies and sent to Imaging Services for processing. The charges include film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels.
- 7-13. Reels Duplicated:** A secondary silver film or diazo copy for agency use or distribution. The charges include quality control editing according to client requirements.
- 14. Jackets Loaded:** Jacket services include cutting film, loading film into jacket sleeves or channels, adding to the jacket and manually labeling each jacket.
- 15. Jackets Duplicated:** Microfiche diazo copy of jacket.
- 16. Magazine Loaded:** Charges for services to load a roll of microfilm into a magazine/cartridge and add a leader or remove a roll from a magazine/cartridge. The magazine/cartridge of the customer's choice will be provided at cost to the customer as well. The \$3 is for loading/unloading and adding a leader only.
- 17. 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.
- 18. 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.
- 19. 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.).
- 20. Expedited Deliveries/Pickups (in City of Austin):** Applies to same-day RUSH requests.
- 21. 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.
- 22. Minimum Order of Filming Services:** \$150.00 will be charged at the end of each month for any customer that has a total film service cost of less than that amount.
- 23. Scan on Demand:** Applies to a per page or per frame of microforms for the State Records Center to scan a document 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 26).
- 24. Circulation:** The fee is assessed for circulating items to/from storage including these activities: process request from customer to borrow or return borrowed items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from/return to shelf; send to customer; and mark item in/out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled.
- 25. Data Entry:** The State Records Center has implemented a new automated inventory system that allows customers access to the system from their office. As a service to our customers the SRC will continue to data enter accession information or accept email and phone requests for circulation of items and then enter those requests into the system for a charge of \$1.00 per line. If customers choose to do their own data entry, the charge will be waived. Creation of labels will not incur a charge.
- 26. Relabel:** When boxes or files at the state records center are mislabeled and the owning agency requests new labels for their boxes or files. Examples of mislabeling might include misspelling names, mismatched alpha numeric codes, or removing PII from labels. This fee will not be assessed for damaged barcodes that are reprinted using the same information that was on the damaged barcode or for boxes transferred from one agency to another agency.
- 27. Document Preparation (if required for scan on demand):** Document preparation involves repairing and arranging documents in the proper order, removing fasteners, stamping/coding, etc. Charges calculated in 15-minute increments with a minimum charge of \$10.00.
- 28. Research – box, file, microform assistance:** hourly charge of \$40.00 per hour to research box contents on customer's behalf; 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. Charges calculated in 15-minute increments with a minimum charge of \$10.00.

29. Special reports – research and generation: hourly charge of \$40.00 per hour to research and create custom reports for customers. Standard reports can be generated by customers through the records tracking system for free. Charges calculated in 15-minute increments with a minimum charge of \$10.00.

Other Services: Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to research microform contents on customer's behalf; to search multiple reels for particular images; to re-box customer's materials if received in poor condition, or not in acid free containers (including per box charge for new boxes); and hourly rates charged for custom reports (standard reports will be available at no charge). Please call for quote.

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.

Microfilm: Roll microfilm, microfiche, computer output microfilm (COM), and all other formats produced by and method of microphotography or other means of miniaturization on film.