

National Archives and Records Administration

Transmittal Memo

DATE: March 16, 2018

TO: All Staff

SUBJECT: NARA 1653, NARA Records Reproduction Fee Schedule

Purpose: This directive establishes the fees to be charged by NARA to the public for reproductions of records. This directive also provides internal NARA policies and procedures for amending and implementing the NARA records reproduction fee schedule. The fee schedules are attached as supplements and list all of the authorized reproduction fees that may be charged to the public or other Federal agencies.

Background/significant changes: This change updates the fee schedules in Supplements 2 and 3 to remove microfilm reproductions (film-to-film). NARA is no longer able to provide this service to researchers. Researchers can still order digitized copies of microfilm records.

Available forms: This directive and its supplements provide guidance on the use of forms numbered NATF 81 through NATF 86 and NATF 90 through NATF 93.

Canceled policy:

- NARA 1653-S2, Records Reproduction Fee Schedule, dated March 8, 2017.
- NARA 1653-S3, Reproduction Items and Prices, dated March 8, 2017.

Related policies:

- NARA 1602, Access to Records Requested under the Freedom of Information Act.
- NARA 1653-3, Digital Fees for Presidential Libraries.
- NARA 1653-11, NARA Fees for Reproductions of Court Martial Records Held by the National Archives at St. Louis.
- NARA 1653-15, NARA Fees for NARA-made Reproductions of Alien Case Files (A-Files).

Effective date: This policy is effective March 19, 2018.

Contact information: You may direct questions about this policy to Peter Staub, Trust Fund Division, in room 5100, AII; by telephone on 301-837-2963; or by [e-mail](#).

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Archivist of the United States

National Archives and Records Administration

NARA 1652
March 16, 2018

SUBJECT: NARA 1653, NARA Records Reproduction Fee Schedule

1653.1 Policy.

- a. NARA charges fees to recover all of its costs for providing records reproduction services to the public.
- b. If a product does not appear in Supplements 2 or 3, indicating approval of the Archivist, you may not charge a fee for the service, with exceptions noted below. Paras. 14 and 15 of the Supplement to this directive specify what you must do to add an authorized fee.
- c. Additional policies may be issued at any-time, authorizing fees during a pilot project fee study.
- d. After NARA provides a digitized copy of a record to a requestor who has paid the assessed fee, we may create and retain an additional copy of that digitized record for our own use (i.e., post a copy on-line (for free access), re-package a copy of the record in another records reproduction product, or use that copy as a “preservation” or “reference” copy, etc.).
- e. The fees assessed and paid by the requestor for the first copy of a record are set to recover the cost of that copy.
- f. If subsequent researchers request a copy of the same record, they may be made aware of the existence of a free copy available on-line. However, if the staff member fulfilling the request is not aware of the existence of a free copy, the staff member may make or order a new reproduction and assess a fee to the subsequent researcher, allowing NARA to recover the cost of producing a record reproduction.
- g. Record reproductions should be made from preservation copies or reformatted surrogates when they exist.

1653.2 Coverage.

- a. In addition to records reproduction orders, the fee schedule also applies to archival records requested under the Freedom of Information Act (FOIA). It does not apply to NARA’s operational records, including NARA finding aids.
- b. This fee schedule applies to all NARA custodial units that provide records reproductions, with the exception of Presidential Libraries, each of which maintains a separate fee schedule.

1653.3 Responsibilities.

- a. The Archivist of the United States approves the NARA fee schedule and all changes to it.
- b. The National Archives Trust Fund (XT):
 - i. Conducts periodic cost analyses of the NARA fee schedule to determine if fees should be changed;

- ii. Recommends changes to existing fees;
 - iii. Reviews requests for new reproduction products;
 - iv. Recommends fees for new reproduction products; and
 - v. Advises Agency Services (A), Research Services (R), and Legislative Archives, Presidential Libraries, and Museum Services (L) on changes to fees.
- c. Program offices:
- i. Ensure that correct fees are charged;
 - ii. Fulfill customer orders and apply fee schedule; and
 - iii. Propose new products to be added.

1653.4 Definitions.

- a. **Archival records.** Records that have been accessioned into the legal custody of NARA, donated historical materials in the legal custody of NARA and its Presidential libraries, and Congressional, Supreme Court, and other historical materials in NARA's physical custody and for which NARA has a formal agreement for their permanent retention.
- b. **Operational records.** Records that NARA creates or receives in carrying out its mission and responsibilities as an Executive branch agency. Includes NARA-produced finding aids except tape logs prepared in processing Nixon Presidential materials and the database and related finding aids to the John F. Kennedy Assassination Records Collection.
- c. **Publication.**
 - i. Any printed or digital works extracted from NARA Holdings and offered for sale or distribution as a single unit.
 - ii. Taking multiple original documents and combining them into a set, periodical, book, etc.
 - iii. A set of records or documents purposefully grouped by subject matter for sale to the public.
 - iv. A single unit descriptor created to facilitate a more effective and efficient reproduction process (i.e., fixed-fee product creation for sale over NARA's online ordering system).
 - v. A set of records that is grouped and stored in a series on microfiche, microfilm or a dataset and indexed at the media unit level. (i.e., roll, sheet, dataset; ex, DN1924, Records of the Foreign Exchange Depository Group of the Office of the Finance Adviser, OMGUS, 1944-1950 [RG 260]).
- d. **Product.**
 - i. Commercial merchandise purchased or commissioned for the purpose of resale via eCommerce or over-the-counter.
 - ii. Mass- or multiple-produced goods.
 - iii. A reproduction or publication where value has been added (i.e., grouping of two like reproductions into one (photo and .mp3 of Adlai Stevenson), digitizing and adding metadata to documents that were previously hardcopy).
- e. **Records centers records.** Federal records in the physical custody of NARA records centers, but legal custody remains with the agencies that created them.

f. Reproduction.

- i. The duplication of an original document, video, audio, photograph, etc. from NARA holdings.
 - ii. The resultant facsimile of a document, photo, etc. being placed on a photocopier/scanner and copied, either via self-service or by NARA.
 - iii. The duplication of a single (or multiple) data file(s).
 - iv. Copying a single page or multiple pages from a publication.
 - v. Copying a single file or multiple files from a larger data set.
- g. **Records reproduction fee.** The price researchers pay for paper, microfilm, microfiche, or digital copies of archival records. Certification of archival records is also a records reproduction fee, as defined in 36 CFR § 1258.
- h. **Records reproduction order.** Researcher request for copies of specific archival or records centers records made in a specific format, including certification of same.

1653.5 Authorities.

- a. 44 U.S.C. § 2116(c) authorizes NARA to charge a fee for making or authenticating copies or reproductions of materials transferred to the Archivist's custody.
- b. 44 U.S.C. § 2307 authorizes the Archivist of the United States, as Chairman of the National Archives Trust Fund Board, to use the trust funds to prepare and publish special works and collections of sources; prepare, duplicate, edit, and release historical photographic materials and sound recordings; and sell those publications and releases at a price that will cover their cost, plus ten percent.
- c. 36 CFR 1258 describes the allowable costs which make up NARA's records reproductions fees, how NARA calculates these fees, how NARA develops and publicizes new records reproductions fees, and NARA's payment and refund policies.
- d. OMB Circular A-130, Management of Federal Information Resources, indicates that fees may be assessed to the direct recipient of a benefit even though all or part of the benefit may then be passed to others at no cost. NARA does not have to allocate costs to the public if the public's benefit is incidental (not independent) to the benefit of the individual, but may recover the full cost of the benefit from the individual. This circular further indicates NARA's obligation to avoid establishing restrictions or charging fees on the reuse, resale or re-dissemination of Federal dissemination products.
- e. NARA 101, NARA Organization and Delegation of Authority, authorizes the National Archives Trust Fund Staff (XT) to review and approve requests for new fees and changes to existing fees.
- f. Archives 1400, Chapter 7, Reference Service, Part 3, Use of Records, restricts the use of original records when microfilm or other copies are available.

1653.6 Releasability.

Limited. This directive is approved for public release with the exception of Supplement 3.

1653.7 Records Management.

- a. NARA Records Reproduction Fee Schedule (e.g., cost analyses, revisions to existing fees, and additions of new products and fees):
 - i. XT uses file numbers 214-1 and 214-2 (“NARA Fee Schedule Files”);
 - ii. Research Services, the National Personnel Records Center (AFN), and Presidential Libraries use file numbers 214-2 and 214-3; and
 - iii. Field sites (except for AFN) use file number 1343-2, “Records Centers Services: Reference/Records Services/Internal Operations.”
- b. Reproductions of Holdings in Washington, DC and College Park, MD:
 - i. Research/Agency Services – When fulfilling customers’ orders, follow instructions for the data/series, as applicable:
 - a. File number 1807-1 (“SOFA” System: “Customer profile data”);
 - b. File numbers 1807-2a, b, and c (“SOFA” System: “Order transaction files” [NATF Form 72 quotes, orders, and canceled orders]);
 - c. File number 1807-3 (“SOFA” System: “Fulfillment-related records...” [e.g., NATF Form 80 Series]);
 - d. File numbers 1421-2 (“Routine [reference] inquiries...” or 1421-3 (“[Reference] correspondence...relating to: significant persons, subjects, or events; noted researchers...; or replies involving repetitive, difficult, or complex research”); and
 - e. File number 1423-2 (“Reproduction Service Files: Reproduction requests...and related records”) – Use only for transactions from walk-in customers (“cash and carry” payments to XT cashiers).
 - ii. XT– When processing customers’ payments, follow instructions, as applicable, for:
 - a. File number 1805-1 (“Order Fulfillment and Accounting System [OFAS] and Related Records: Order history file”); and
 - b. File numbers 1805-2 a or b (“OFAS: Order transaction files” [Unpaid/Paid BILL ME orders, credit card orders, and all other transaction records]).
- c. Reproductions of Agency Services Holdings (EXCLUDES National Personnel Records Center in St. Louis, MO):
 - i. Use file number 1474-3a, “Archives Services: Reference...,” when responding to and fulfilling reproduction requests that are received via mail, e-mail, fax, or transcribed telephone call.
 - ii. Refer to file number 267-1, “Collections and Expenditures of Funds...,” when:
 - a. Fulfilling customers’ online orders (received via NARA’s online ordering system/SOFA); and
 - b. Using Point-of-Sale (POS)/OFAS to process customers’ payments that are received via mail, fax, or online ordering system/SOFA, or as POS transactions (walk-in customers only).
 - iii. See file number 1343-2 for records relating to scanning projects that are undertaken with companies or organizations.
- d. Reproductions of Military Personnel Records (e.g., Official Military Personnel Files) (see Part VI of this directive) and Military/Medical Records:

- i. When responding to and fulfilling requests for copies of military personnel records and military/medical records:
 - a. Use file number 1340-1, “Case Management and Reporting System (CMRS) and Registry Files: Customer requests (“Scanned paper”) – SF 180s, forms, and letters...”; and
 - b. Follow instructions for file numbers 1340-2a, “CMRS and Registry Files: CMRS Data...,” and 1340-2b, “CMRS...Output: Access Information (“Disclosure Data Extract”).
- ii. When processing customers’ payments (in POS/OFAS), follow instructions, as applicable, for file numbers 1805-1 and 1805-2a or 1805-2b.
- iii. When making reproductions for walk-in customers – Use file number 1420-1 or 1420-2 (“Research Room Reference Service Files: Copies of reference service slips (pink copies) and Duplicate copies of reference service slips (white copies)).
- e. Reproductions of Civilian Personnel Records (e.g., Official Personnel Folders) (see Part VI of this directive):
 - i. When responding to and fulfilling reproduction requests that are received via mail or fax – Use file number 1421-2 or 1421-3.
 - ii. When making reproductions for walk-in customers – Use file number 1420-1 or 1420-2 (“Research Room Reference Service Files: copies of reference service slips (pink copies) and duplicate copies of reference service slips (white copies)).”
 - iii. When processing customers’ payments (in POS/OFAS), follow instructions, as applicable, for file numbers 1805-1 and 1805-2a or 1805-2b.
- f. Reproductions of Presidential Library Holdings:
 - i. When responding to and fulfilling reproduction requests received:
 - a. Via mail, e-mail, fax, or transcribed telephone call – Use file numbers 1421-1 (“Reference Service Communication Files:...registers and logs...”) and 1421-2 or 1421-3; and
 - b. From on-site researchers – Maintain records in the “Researcher Case Files” (file number 1470-1 or 1470-2).
 - ii. When processing customers’ payments, follow these instructions:
 - a. Maintain memorandum copies of documents for administration of libraries’ Trust Fund reproduction services programs, including data about collection of Trust Fund payments and recognition of revenue and liabilities. Keep these documents in a “Financial Transactions File” that should include: receipts, bills, vouchers, coding documents, purchase orders, batch sheets, deposit tickets, invoices, and related records. NARA’s financial services bureau (Bureau of the Public Debt [BPD] since October 2005) maintains the auditable copies of these records.
 - b. For “Detail [financial] records” (cash receipts journal, transaction registers, and related records) – Cut off annually (i.e., end of fiscal year) and destroy 2 years from cutoff date.
 - c. For “Summary [financial] records” (records used as source documents for entry into XT’s accounting system and related records) – Cut off annually (i.e., end of fiscal year) and destroy 2 years from cutoff date.

- d. For “Records documenting refunds of monies to customers” – Cut off annually (i.e., end of fiscal year) and destroy 2 years from cutoff date.