

National Archives and Records Administration

NARA 1653
September 27, 2005

SUBJECT: NARA Reproduction Fee Schedule

TO: Office Heads, Staff Directors, ISOO, NHPRC, OIG

Purpose of this transmittal memo. This transmits the policy directive, NARA 1653, with a revised Appendix A, NARA Reproduction Fee Schedule. Appendix A is a complete list of all authorized reproduction fees that may be charged to the public or other Federal agencies.

What changes are made? Appendix A is updated to include fees for the following new products that have been approved:

- a. New fees for the following products:
 - Microfilm publication, black and white, 35mm or 16mm roll, domestic U.S. shipping – \$65 a roll
 - Microfilm publication, black and white, 35mm or 16mm roll, foreign shipping – \$68 a roll
 - Microfilm publication, color, 35mm or 16mm roll, domestic U.S. shipping – \$82 a roll
 - Microfilm publication, color, 35mm or 16mm roll, foreign shipping – \$85 a roll
- b. Fees for the following new product:
 - DVD, media charge for electronic records reproductions – \$7.50 a DVD

Canceled directives. This directive cancels NARA 1653, dated January 8, 2002.

ALLEN WEINSTEIN
Archivist of the United States

Attachment

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1653.1 What is the purpose of this directive?

This directive provides internal NARA policies for amending and implementing the NARA reproduction fee schedule. Appendix A includes a complete list of all authorized reproduction fees that may be charged to the public or other Federal agencies.

1653.2 What is the authority for this directive?

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. ORG./AUTH. 101, part 3, par. 8f authorizes the National Archives Trust Fund Division (NAT) to review and approve requests for new fees and changes to existing fees.

1653.3 What is the effective date of this directive?

This directive is effective immediately, except Appendix A, which is effective October 1, 2005.

1653.4 Responsibilities

a. The Archivist of the United States approves the NARA fee schedule and all changes to it.

b. NAT

(1) Conducts periodic cost analyses of the NARA fee schedule to determine if fees should be changed

(2) Recommends changes to existing fees

(3) Reviews requests for new reproduction products

(4) Recommends fees for new reproduction products

1653.5 Definitions

a. **Archival records** - records that have been accessioned into the legal custody of NARA, deeded 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** - any 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. **Records center records** - Federal records in the custody of NARA records centers.

d. **Reproduction order** - researcher request for copies of specific archival or records center records made in a specific format.

1653.6 What cost elements do the reproduction fees cover?

- a. Program offices' staff labor for the following activities:
- (1) Pulling records for reproduction (mail order only)
 - (2) Making reproductions or delivering materials to contractor to make reproductions
 - (3) Reshelving records (mail order only)
 - (4) Packaging for shipping (mail order only)
 - (5) Reviewing records before self-service copying (self-service only)
 - (6) Maintaining self-service copiers
 - (7) Quality assurance
 - (8) Order processing (data entry into the Order Fulfillment and Accounting System (OFAS), processing customer payments outside the Washington, DC, area)
- b. Contractor costs associated with making paper and microfilm copies of records in the Washington, DC, area facilities (paper-to-paper, microfilm-to-paper, fixed-fee orders).
- c. Equipment depreciation or rental costs, maintenance agreements, and repairs. Purchased equipment is depreciated over five years. The costs for equipment used in making both fee reproductions and preservation or administrative reproductions are allocated proportionally between the fee reproductions and appropriated fund uses.

- d. Materials used for NARA-made reproductions.
- e. Postage or shipping fees - The costs for shipping include direct Trust Fund funded mailrooms, permits, and meters and reimbursements for appropriated fund expenditures for shipping reproductions.
- f. Trust Fund overhead and order processing costs, including:
 - (1) Proportional share of the cost of the Order Fulfillment and Accounting System (OFAS)
 - (2) Costs associated with receiving and handling payments
 - (3) Proportional share of the Trust Fund overhead costs to manage the National Archives Trust Fund (example: policy, oversight, procurement functions)

1653.7 For what reproduction products may we charge?

The products listed in Appendix A are the only reproduction products for which a fee is authorized by the Archivist. If the product does not appear on the list, you may not charge a fee for the service. Pars. 1653.15 and 1653.16 specify what you must do to add an authorized fee.

1653.8 Must reproduction orders be prepaid?

Yes. Copies are not released to the customer until payment covering the cost of the copies has been made. Cash, check, money order, credit card or a purchase order (pre-approved by NAT) are accepted forms of payment.

1653.9 May I charge a lower/higher fee in special circumstances?

Because the fees are set to recover NARA's costs on a nationwide basis, you may not reduce or raise a fee listed in appendix A without specific authorization from NAT for an individual order (See 36 CFR 1258.6). Fees for reproduction services marked with an asterisk in appendix A are published in 36 CFR part 1258 and can be changed only through a notice of proposed rulemaking.

1653.10 How do I account for free reproductions?

If you are providing a free reproduction that meets one of the special circumstances in 36 CFR 1258.6, the cost of the reproduction is charged to your unit's OE or revolving fund account.

1653.11 How do I charge for shipping?

- a. Shipping is normally handled by USPS and the cost for this service is already incorporated into the established reproduction fee.
- b. If a customer requests that the order be sent via an expedited service (e.g., FedEx or Express Mail), use the customer's account number on the air bill. If the customer does not have an account number, use the NARA account and charge the expedited shipping fee in

appendix A.

c. If a customer's order is mailed to a foreign address using international airmail, there is no additional fee. If a customer requests that the order be sent via an international expedited service (e.g., FedEx or UPS), you must use the customer's account number on the air bill.

1653.12 Why do we impose a minimum mail order charge and what is the fee?

The mail order minimum charge is imposed to recover NARA's cost to process and ship small orders. The current minimum mail order fee is \$10 and is listed in appendix A.

1653.13 When does the mail order minimum apply?

The mail order minimum applies only to reproduction orders that are shipped to the customer. To determine if the minimum mail order fee applies, calculate the total cost of the order using the reproduction fees listed in appendix A. If the total cost does not equal or exceed \$10, charge the \$10 minimum mail order fee.

a. Example 1: The customer orders a copy of a five-page document and asks to have it certified and mailed. The cost of the copies is \$2.50 added to the cost of the certification at \$6 (total of \$8.50). Because the total (\$8.50) is less than the mail order minimum fee of \$10, the minimum mail order fee applies and the customer is charged \$10.

b. Example 2: If the customer orders a copy of a 10-page document and asks to have it certified and mailed, the customer would be charged \$11 (cost of the 10 copies at 50¢ [\$5] added to the cost of the certification at \$6).

1653.14 When are "rush" orders and "rush" fees authorized?

a. Rush orders with higher handling fees may be accepted only for reproduction of the following types of holdings of a Presidential library:

- (1) Still pictures;
- (2) Motion pictures; and
- (3) Video recordings.

b. See 36 CFR 1258.4 for more information on rush orders for the holdings listed in par. a.

1653.15 How do I determine the fee for a product that is not listed?

If you are not sure if the product you have been asked for is covered by the authorized fees, contact NAT for clarification. NAT will provide the correct product code or will instruct you on how to propose a new product following the procedures in par. 1653.16.

1653.16 How do I propose a new product to be added?

a. Prepare a justification for your proposed product that includes, at a minimum, the following information:

- (1) Estimated monthly volume of orders at your location
- (2) Identification of the equipment and supplies required to make the product and also the estimated cost of the equipment (if it must be acquired) and supplies
- (3) Identification of any products that will be replaced by the proposed product
- (4) Identification of other NARA units that may have a demand for the proposed product; and
- (5) Any other information that will help NAT to analyze your proposal.

b. Send the justification to your office head, through appropriate channels, for concurrence and forwarding to NAT.

1653.17 How does NAT evaluate a proposal for a new product?

a. NAT assesses the potential customer base for the proposed product, consulting other NARA offices.

b. If the potential demand warrants, NAT prepares a cost analysis and develops a proposed recommended fee for review by NA and approval by the Archivist. After approval, NAT prepares a change to appendix A, and disseminates it as a change to this directive.

c. NAT notifies the proposing office if the new product is not approved and the reasons why.

1653.18 How do I calculate fees for audiovisual reproductions?

The fee for an audiovisual reproduction is calculated by adding the actual vendor charge for the reproductions and the archival handling fee for each item pulled for reproduction. If a customer orders multiple copies made from a single original in one order, the archival handling fee is charged only on the initial copy. The fees are submitted to the vendor who reimburses NARA for the archival handling of the records.

a. Example 1: At a regional archives facility, a customer requests a copy of each of three photographs. The customer is charged \$24.75 (3 times the Office of Regional Records Services (NR) archival handling fee of \$8.25) plus the actual vendor charges for the specific copies.

b. Example 2: At the same regional archives facility, another customer requests that three copies of a single photograph be made. That customer is charged \$8.25 plus the actual vendor charges for the copies.

1653.19 How do I charge for orders in progress when new fees are made effective?

Use the following chart to determine which fee to charge. If you have questions about a specific order, contact NAT by phone or e-mail.

If the order ...	Charge the fees in the ...
was received by the NARA unit before October 1, 2005	pre- 10/1/05 fee schedule
was received by the NARA unit on or after October 1, 2005	10/1/05 fee schedule

1653.20 How can customers place fixed-fee orders?

a. Customers can access the Order Online! web site at <https://eservices.archives.gov/orderonline> to place a fixed-fee order. The customer can also access the Order Online! web site through a link on www.archives.gov.

b. The following forms can also be used to place a fixed-fee order. If individual members of the public or other organizations request copies, refer them to the web page entitled "Contact Us" on www.archives.gov or the Customer Services Division (NWCC).

- (1) NATF Form 81, Order for Copies of Ship Passenger Arrival Records
- (2) NATF Form 82, Order for Copies of Federal Census Records
- (3) NATF Form 83, Order for Copies of Eastern Cherokee Applications
- (4) NATF Form 84, Order for Copies of Land Entry Files
- (5) NATF Form 85, Order for Copies of Military Pension or Bounty Land Warrant Applications
- (6) NATF Form 86, Order for Copies of Military Service Records

c. Customers may also place orders via phone (1-866-272-6272), fax (301-837-0483), and postal mail. The mailing address is

National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-6001

1653.21 What if customers use superseded NATF forms to placed fixed-fee orders?

We cannot accept orders on paper forms that reflect a superseded fee schedule because we are obligated to recover the full cost of the reproductions. NATF will make every effort to ensure that current forms are available for distribution on and after the effective date of any fee schedule revision. If Old Military and Civil Records LICON (NWCTB) receives superseded forms from customers on or after the issuance of a revised fee schedule, they will return the forms to the sender with an explanation of the new fee schedule and forms that are now in effect and send copies of the new forms.

1653.22 Does the fee schedule apply to records requested under the Freedom of Information Act?

No. (See 36 CFR 1258). FOIA requests are further limited to records created by Executive branch agencies, and Presidential records in NARA's custody that were created after January 20, 1981.

1653.23 Why can't I use the NARA fee schedule to provide copies of NARA finding aids?

NARA finding aids are NARA operational records, which are covered by the fee schedule for NARA operational records published in 36 CFR 1250.56. Note that 36 CFR 1250.50 through 1250.60 also discuss the conditions in which these fees may be reduced or waived altogether. (See NARA 1602, Access to Records Requested Under the Freedom of Information Act [FOIA] for additional information on the handling of requests for reproduction of operational records.)

1653.24 How are records created by this directive maintained under the NARA Records Schedule?

Records created by the process of revising the fee schedule or adding new products to it (see par. 1653.15 of this directive) are maintained in accordance with procedures outlined in file no. 214, NARA Fee Schedule Files of the NARA Records Schedule. Records created while fulfilling customer orders and applying the NARA Fee Schedule are maintained in accordance with file no. 1807, Service Order File. Records created by the process of revising the FOIA fee schedule are maintained in accordance with file no. 1013, FOIA Administrative Files. Records created while fulfilling and charging for FOIA requests (see par. 1653.20 of this directive) are maintained in accordance with file no. 1009, FOIA Request Files.

Appendix A

NARA Reproduction Fee Schedule as of October 1, 2005-

Product/Service	<i>* Published in CFR</i> Fee
* Minimum reproductions mail order	\$10.00
Reproduction Service	Fee
* Paper to paper (up to and including 11 in. by 17 in.) made by NARA	\$0.50 per copy
* Oversize electrostatic copies	\$2.70 per linear foot
* Electrostatic copies (22 in. by 34 in.)	\$2.70 per copy
* Microfilm or microfiche to paper copies made by NARA	\$1.90 per copy
* Record certification	\$6.00 per copy
* Paper to microfilm	\$0.70 per image
* <i>Microfiche duplication</i>	\$2.50 per fiche
Color paper to paper (NARA-made)	\$3.00 per copy
Scanned photo to paper (to 8½" x 11") made by NARA (NLDDE only)	\$8.00 per copy
Self-service Product/Service	Fee
* Self-service paper to paper copy (All locations)	\$0.15 per copy
* Self-service microform to paper copy (DC, regional archives, Presidential Libraries)	\$0.30 per copy
* Self-service photo to photo copy (DC only)	\$5.75 per copy
* Self-service video copying session with tape (DC only)	
* Additional session	
* Additional tape \$9.75 per session	
\$6.25 per session	
\$3.50 per tape	
Self-service color paper to paper copy (DC only)	\$0.75 per copy
Self-service book to paper copy (DC only)	\$0.50 per copy
Record Center Court File Packages	Fee
*NATF Form 90: Order for Copies of Bankruptcy Cases	
Pre-Selected Documents	\$10.00 per package
Entire Bankruptcy Case File	\$35.00 per package
*NATF Form 91 : Order for Copies of Civil Cases	
Entire Civil Case File	\$35.00 per package
* NATF Form 92: Order for Copies of Criminal Cases	
Pre-Selected Documents	\$10.00 per package
Entire Criminal Case Files	\$35.00 per package
* NATF Form 93: Order for Copies of Court of Appeals Cases	
Entire Court of Appeals Case	\$10.00 per package
* Court Docket Sheet	\$10.00 per package
* Court File Expedited Shipping	\$25.00 per package
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* NATF Form 81: Order for Copies of Ship Passenger Arrival Records	\$17.25 per case
* NATF Form 82: Order for Copies of Federal Census Records	\$17.50 per case
* NATF Form 83: Order for Copies of Eastern Cherokee Application Files	\$17.50 per case
* NATF Form 84: Order for Copies of Land Records	\$17.75 per case
* NATF Form 85: Order for Copies of Federal Pension or Bounty Land Warrant Applications	
* Full Pension Application File	\$37.00 per case
* Pension Documents Packet	\$14.75 per case
* Bounty Land Warrant Application	\$17.25 per case
* NATF Form 86: Order for Copies of Military Service Files	\$17.00 per case

<i>NWME Electronic Records Reproductions</i>	<i>Fee</i>
<i>Electronic records order handling charge</i>	\$89.00 per order
<i>Electronic records file</i>	\$9.00 per file
Electronic media charges	
Reel	\$22.50 per reel
Cartridge	\$5.75 per cartridge
CD-ROM or DVD Media	\$7.50 per CD/DVD
Diskette	\$2.50 per diskette

<i>Archival Handling Fees (Add to vendor fee)</i>	<i>Fee</i>
Still Photo Item (<i>Washington, DC — also see note below</i>)	\$9.50 per item
Cartographic Item (<i>Washington, DC</i>)	\$9.00 per item
Motion Picture/Video Item (<i>Washington, DC</i>)	\$17.25 per item
Audio Item (<i>Washington, DC</i>)	\$6.50 per item
NL Audiovisual Item (<i>all Presidential Libraries</i>)	\$11.50 per item
NR Still Photo Item (<i>all regional records facilities</i>)	\$8.25 per item

Note: For still photo items reproduced by NWTS (exclusive of the NWCS vendor program) in the Washington, DC, area, the fee for each item reproduced will be equal to the Washington, DC still photo item archival handling fee plus the vendor fee for the specific reproduction service requested. Consult NWCS for a current list of vendor fees.

<i>Microform Publications</i>	<i>Fee</i>
Microfilm publication 35mm or 16 mm roll, domestic US shipping	\$65.00 per roll
Microfilm publication 35mm or 16 mm roll, foreign shipping	\$68.00 per roll
Microfilm publication color 35mm or 16 mm roll, domestic US shipping	\$82.00 per roll
Microfilm publication color 35mm or 16 mm roll, foreign shipping	\$85.00 per roll
Microfiche publication, domestic US shipping	\$4.25 per fiche
Microfiche publication, foreign shipping	\$4.65 per fiche