

State Archives of Florida General Schedule of Charges

The State Archives of Florida is able to provide its patrons with copying services for most of the items in its collections. The staff reserves the right to restrict the copying of any materials for which such activity may jeopardize the records' continued preservation.

Services are rendered on a first come, first serve basis. Large quantities of materials to be copied will be done on an as-time-permits basis. Records in the Archives will not be loaned to patrons for the purpose of outside copying. The Archives requires that proper citation be given for any copied item quoted from or reproduced in any publication or public exhibition.

The charges listed below are established in accordance with Section 15.09, Florida Statutes. State law requires that all fees for services be collected in advance (see Attorney general Opinion 77-120). Cash, checks, money orders (payable to the Florida Department of State), government purchase orders, and credit cards (Visa, MasterCard, American Express, and Discover) are accepted forms of payment.

Order by mail:

State Archives of Florida
500 South Bronough Street/MS#9
Tallahassee, FL 32399-0250
Please do not send cash in the mail.

Order by phone:

850-245-6719 (Archives Reference Unit)
850-245-6718 (Archives Photographic and Film Unit)

Order by Email:

Archives@dos.state.fl.us
Please call with credit card numbers.

Photocopy Services

- a. Photocopies (letter and legal)..... \$.25 per page
- b. Prints From Microfilm\$.25 per page
- c. Oversize Photocopies.....\$.50 per page
- d. Confederate Pensions (mail and phone requests) \$7.50 per file
- e. Legislative Research (mail and phone requests)..... \$20.00 per law*

**Includes special research fees (as authorized by F.S. 257.35[5], mailing charges, and up to 100 photocopies per law. Additional fees apply to audio tape duplication and faxing.*

Audio Duplication

- a. Cassette to Cassette.....\$8.00 per tape
- b. CD to CD.....\$10.00 per disc
- c. DAT to CD.....\$25.00 per disc
- d. Reel-to-Reel Transfer to CD.....\$25.00 per tape

Photographic and Video Reproduction

Please include the local call number of each image, and size print or scan when ordering photographic reproductions. For video duplication, include the film title and format desired.

- a. 5" x 7" black & white prints..... \$10.00 each
- color prints \$10.00 each
- b. 8" x 10" black & white prints \$15.00 each
- color prints \$15.00 each
- c. 11" x 14" black & white prints..... \$30.00 each
- color prints \$30.00 each
- d. 16" x 20" black & white prints \$40.00 each
- color prints \$40.00 each
- e. Negatives of photos in collection..... \$10.00 each
- f. Sepia toning of prints..... \$10.00 extra
per print

Images on Compact Disc

- a. Scanned @300 DPI.....\$10 per image
- Oversize or fragile documents may not be eligible for scanning.*

Video Tape Duplication

- a. 3/4" SP 30 minute tape..... \$50.00
- b. 3/4" SP 60 minute tape..... \$75.00
- c. 1/2" VHS 30 minute \$25.00
- d. 1/2" VHS 60 minute..... \$40.00
- e. Beta 30 minute \$65.00
- f. Beta 60 minute..... \$90.00
- g. DVD 30 minute \$65.00
- h. DVD 60 minute..... \$90.00

Other Services

- a. Certified copies (per certification) \$5.00
- b. Mailing fees:
 - (1) For requests of less than \$50 \$2.00
 - (2) for requests greater than \$50 \$4.00
- c. Fax Service..... \$1.00 per page
(plus photocopying charges)
- d. Email Service.....\$2 per order
- e. Microfilm Diazo Duplication (add \$5 for Silver copies)
 - (1) 16 millimeter \$15.00 per roll
 - (2) 35 millimeter \$20.00 per roll

Approved _____

Judi Ring, Division Director

Date _____