

## Rule 1. Fees for the Office of the State Archives

A. Pursuant to per §24-80-102 (10), C.R.S. (2011), the Office of the State Archives is charged with collecting fees for information, research and retrieval requests. The fee schedule is outlined below.

| SERVICE   | Rate    |
|---|---------|
| 1. RESEARCH FEE – (Flat rate of \$20.00).               | \$20.00 |
| 2. CERTIFICATION OF RECORD                              | \$10.00 |
| 3. LEGISLATIVE HISTORY – ANALOG TO DIGITAL MIGRATION    | \$50.00 |
| 4. LEGISLATIVE HISTORY – DIGITAL TO DIGITAL DUPLICATION | \$8.00  |
| 5. PHOTOCOPIES/ SCANNED IMAGES/ FAXED DOCUMENTS         | \$1.00  |
| 6. NOTARY SERVICES                                      | \$5.00  |
| 7. SPECIAL RUN /RUSH FEE                                | \$50.00 |
| 8. MICROFILM TEMPORARY LOAN                             | \$5.00  |
| 9. PERSONAL CAMERA USE                                  | \$10.00 |

## Rule 2. Subscription Based Fee

A. The Office of the State Archives, in an effort to enhance customer service and simplify accounting, will offer a subscription based fee option for high-volume customers. Annual subscription based fees will begin at \$5,000 per fiscal year. All available services would be provided under the subscription fee.

B. Annual subscription based fees will increase in \$1,000 increments after the first \$5,000.

C. The Office of the State Archives will assess the services provided under the subscription fee to actual published rates to determine if the subscription fee is reasonable.

1. If the published rates for the services provided to the client under the subscription fee are determined to be 15% or above the subscription fee rate, the Office of the State Archives will notify the customer that the \$1,000 incremental increases will be necessary to complete any outstanding work.

2. The Office of the State Archives retains the right to cancel services at any time that the amount of services provided unreasonably exceeds the subscription cost.

D. The subscription based fee is non-refundable.

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