

**§ 1258.12**

(b) Orders to addresses in the United States are sent either first class or UPS depending on the weight of the order and availability of UPS service. When a customer requests special mailing services (such as Express Mail or registered mail) and/or shipment to a foreign address, the cost of the special service and/or additional postage for foreign mail is added to the cost of the reproductions.

**§ 1258.12 NARA reproduction fee schedule.**

(a) Certification: \$6.

(b) Electrostatic copying (in order to preserve certain records which are in poor physical condition, NARA may restrict customers to photographic or microfilm copies instead of electrostatic copies):

| Service   | Fee                 |
|---|---------------------|
| (1) Paper-to-paper copies (up to and including 11 in. by 17 in.) made by the customer on a NARA self-service copier ..... | <sup>1</sup> \$0.15 |
| (2) Paper-to-paper copies (up to and including 11 in. by 17 in.) made by NARA staff .....                                 | 10.50               |
| (3) Oversized electrostatic copies .....  | <sup>2</sup> 2.70   |
| (4) Electrostatic copies (22 in. by 34 in.) .....   | 12.70               |
| (5) Microfilm or microfiche to paper copies made by the customer on a NARA self-service copier                            | 10.30               |
| (6) Microfilm or microfiche to paper copies made by NARA staff .....  | 11.90               |

<sup>1</sup> Per copy.  
<sup>2</sup> Per linear foot.

(c) Original negative microfilm (paper-to-microfilm): \$0.70 per image.

(d) Self-service video copying in the Motion Picture, Sound and Video Research Room:

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| Service   | Fee    |
|---|--------|
| (1) Initial 90-min use of video copying station with 120-minute videocassette ..... | \$9.75 |
| (2) Additional 90-minute use of video copying station with no videocassette .....   | 6.25   |
| (3) Blank 120-minute VHS videocassette .....  | 3.50   |

(e) Self-service Polaroid prints: \$5.75 per print.

(f) Unlisted processes: For reproductions not covered by this fee schedule, see also §1258.4. Fees for other reproduction processes are computed upon request.

**§ 1258.14 What is NARA's payment policy?**

(a) *Form of payment.* Fees may be paid in cash, by check or money order made payable to the National Archives Trust Fund, or by selected credit cards. Payments from outside the United States must be made by international money order payable in U.S. dollars or a check drawn on a U.S. bank.

(b) *Timing.* Fees must be paid in advance except when the appropriate director approves a request for handling them on an account receivable basis. Purchasers with special billing requirements must state them when placing orders and must complete any special forms for NARA approval in advance.

**§ 1258.16 Effective date.**

The fees in this part are effective on November 13, 2000. If your order was received by NARA before this effective date, we will charge the fees in effect at the time the order was received.