

SOUTH AUSTRALIA

**STATE RECORDS REGULATIONS 1998**

## **SUMMARY OF PROVISIONS**

1. Citation
2. Commencement
3. Interpretation
4. Prescribed fees
5. Waiver, reduction and refund of fees

### **SCHEDULE**

*Fees*

**REGULATIONS UNDER THE STATE RECORDS ACT 1997**

*State Records Regulations 1998*

being

No. 96 of 1998: *Gaz.* 28 May 1998, p. 2387<sup>1</sup>

<sup>1</sup> Came into operation 28 May 1998: reg. 2.

2.

**Citation**

1. These regulations may be cited as the *State Records Regulations 1998*.

**Commencement**

2. These regulations will come into operation on the day on which they are made.

**Interpretation**

3. In these regulations, unless the contrary intention appears—

"the Act" means the *State Records Act 1997*.

**Prescribed fees**

4. Fees prescribed in the schedule are payable to State Records in respect of services or things set out in the schedule.

**Waiver, reduction and refund of fees**

5. The Manager may, if he or she considers it appropriate, waive, reduce or refund payment of a fee otherwise payable under these regulations.

**SCHEDULE***Fees*

1. **MINIMUM FEE** (for a service which is paid in advance or not paid immediately) . . . . . \$5.00

2. **COPIES OF DOCUMENTS**

(1) *Photographs (per print)*

• black and white	5" x 3.5" . . . . .	\$8.50
	7" x 5" . . . . .	\$8.90
	10" x 8" . . . . .	\$9.60
	16" x 12" . . . . .	\$11.40
	20" x 16" . . . . .	\$15.40
• sepia toning	5" x 3.5" . . . . .	\$11.30
	7" x 5" . . . . .	\$11.90
	10" x 8" . . . . .	\$13.00
	16" x 12" . . . . .	\$15.60
	20" x 16" . . . . .	\$21.60
• colour 5" x 3.5" . . . . .	5" x 3.5" . . . . .	\$3.60
	7" x 5" . . . . .	\$6.00
	10" x 8" . . . . .	\$10.50
	14" x 11" . . . . .	\$16.80
	20" x 16" . . . . .	\$24.90

(2) *Negatives (per negative)*

• black and white (image only)	35 mm . . . . .	\$5.00
	6 cm x 7 cm (120 neg) . . . . .	\$11.90
	10 cm x 13 cm . . . . .	\$21.60
• colour (image only)	35 mm . . . . .	\$5.00
• black and white (text only)	35 mm . . . . .	\$4.00

(3) *Slides (per slide)*

• duplicate of slide (black and white or colour) . . . . .	\$4.00
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(4) *Microforms*

• 35 mm microfilm - 1 reel of positive microfilm (30 metres) if master negative is available . . . . .	\$43.10
• 35 mm microfilm - 1 reel of positive microfilm (30 metres) if master negative is not available . . . . .	\$403.60
• 16 mm microfilm - 1 reel of positive microfilm (30 metres) if master negative is available . . . . .	\$37.90
• 16 mm microfilm - 1 reel of positive microfilm (30 metres) if master negative is not available . . . . .	\$251.50

4.

- 16 mm microfiche duplicate if master negative is available . . . . . \$1.05 per sheet
- 16 mm microfiche duplicate if master negative is not available . . . . . \$26.70 per sheet

(5) *Photocopies (per page)*

- A4 (297 mm x 210 mm) . . . . . \$0.50
- A3 (420 mm x 297 mm) . . . . . \$1.00
- A2 (594 mm x 420 mm) . . . . . \$4.20
- A1 (841 mm x 594 mm) . . . . . \$5.30
- A0 (1189 mm x 841 mm) . . . . . \$7.40
- B2 (707 mm x 500 mm) . . . . . \$4.20
- B1 (1000 mm x 707 mm) . . . . . \$5.10

(6) *Requests by correspondence*

- copies of records requested by correspondence where specific and accurate archive reference numbers are supplied . . . . . \$5.00\*

\* Fee is in addition to cost of copies, research and postage (if any).

**3. RESEARCH SERVICE** (research by archivist)

- per 30 minutes or part thereof (minimum fee) . . . . . \$18.00\*\*
- per hour (includes 5 photocopies - additional photocopies at prescribed rates) . . . . . \$35.00\*\*

\*\* (i) Payment of quoted figure is required in advance.

(ii) No fee is incurred by persons carrying out their own research or for advice or guidance to users of, or visitors to, the reading room.

**4. POSTAGE AND HANDLING**

- interstate and intrastate . . . . . \$1.00
- international . . . . . \$2.00

**5. STORAGE OF RECORDS** (for agency purposes only)

- storage of permanent value records . . . . . no charge
- storage of temporary value records (high access retrieval) . . . . . \$13.00 per shelf metre
- storage of temporary value records (low access retrieval) . . . . . \$10.40 per shelf metre
- transfer fee (pallet storage only) . . . . . \$2.00 per pallet

5.

**6. RETRIEVAL OF RECORDS** (for agency purposes only)

- retrieval or refiling (includes scheduled courier) . . . . . \$6.75 per item
- interfiling (new files into boxes already held) . . . . . \$6.25 per item
- destruction (secure shredding of documents) . . . . . \$6.00 per shelf metre

**7. CONSULTANCY** (for agency purposes only)

- preparation of disposal schedules . . . . . from \$50.00 per hour
- culling and sentencing of records . . . . . from \$42.00 per hour
- other advisory or processing services . . . . . from \$25.00 per hour