

South Australia

## State Records Regulations 1998

under the *State Records Act 1997*

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#### 1—Short title

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

#### 2—Commencement

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

#### 3—Interpretation

In these regulations, unless the contrary intention appears—  
*the Act* means the *State Records Act 1997*.

#### 3A—Exclusions from application of Act

- (1) Pursuant to section 4 of the Act, the official records of the Operations Intelligence Division of South Australia Police are excluded from the application of the Act.
- (2) Pursuant to section 4 of the Act, the following agencies are excluded from the application of the Act:
  - ETSA Capital (No. 2) Pty Ltd
  - ETSA Power Pty Ltd
  - ETSA Utilities Pty Ltd
  - Flinders Power Pty Ltd
  - Optima Energy Pty Ltd
  - Synergen Pty Ltd
  - Terra Gas trader Pty Ltd
  - Transmission Lessor Corporation.

#### 4—Prescribed fees

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

#### 5—Waiver, reduction and refund of fees

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 \$5.85

(for a service which is paid in advance or not paid immediately)

#### 2—Copies of documents

##### (1) Photographs (per print)

- black and white
  - 5" x 3.5" \$9.95
  - 7" x 5" \$11.15
  - 10" x 8" \$11.20
  - 16" x 12" \$13.40
  - 20" x 16" \$18.10
- sepia toning
  - 5" x 3.5" \$13.30
  - 7" x 5" \$13.90
  - 10" x 8" \$15.20
  - 16" x 12" \$18.40
  - 20" x 16" \$25.50
- colour
  - 5" x 3.5" \$4.20
  - 7" x 5" \$7.00
  - 10" x 8" \$12.40
  - 14" x 11" \$19.60
  - 20" x 16" \$29.25

##### (2) Negatives (per negative)

- black and white (image only)
  - 35 mm \$5.85
  - 6 cm x 7 cm (120 neg) \$13.90
  - 10 cm x 13 cm \$25.50
- colour (image only)
  - 35 mm \$5.85

• black and white (text only)	
35 mm	\$4.75
(3) Slides (per slide)	
• duplicate of slide (black and white or colour)	\$4.75
(4) Microforms	
• 35 mm microfilm—1 reel of positive microfilm (30 metres) if master negative is available	\$50.50
• 35 mm microfilm—1 reel of positive microfilm (30 metres) if master negative is not available	\$474.00
• 16 mm microfilm—1 reel of positive microfilm (30 metres) if master negative is available	\$44.75
• 16 mm microfilm—1 reel of positive microfilm (30 metres) if master negative is not available	\$295.00
• 16 mm microfiche duplicate if master negative is available	\$1.25 per sheet
• 16 mm microfiche duplicate if master negative is not available	\$31.75 per sheet
(5) Photocopies (per page)	
• A4 (297 mm x 210 mm)	\$0.50
• A3 (420 mm x 297 mm)	\$1.05
• A2 (594 mm x 420 mm)	\$4.95
• A1 (841 mm x 594 mm)	\$6.20
• A0 (1189 mm x 841 mm)	\$8.75
• B2 (707 mm x 500 mm)	\$4.95
• B1 (1000 mm x 707 mm)	\$5.95
(6) Requests by correspondence	
• copies of records requested by correspondence where specific and accurate archive reference numbers are supplied	\$5.85*
* 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)                                 | \$21.20** |
| • per hour (includes 5 photocopies—additional photocopies at prescribed rates) | \$41.25** |

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- (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 \$1.05
- international \$2.35

#### 5—Storage of records

(for agency purposes only)

- storage of permanent value records no charge
- storage of temporary value records (high access retrieval) \$15.20 per shelf metre
- storage of temporary value records (low access retrieval) \$12.30 per shelf metre
- transfer fee (pallet storage only) \$2.35 per pallet

#### 6—Retrieval of records

(for agency purposes only)

- retrieval or refiling (includes scheduled courier) \$7.85 per item
- interfiling (new files into boxes already held) \$7.30 per item
- destruction (secure shredding of documents) \$7.00 per shelf metre

#### 7—Consultancy

(for agency purposes only)

- preparation of disposal schedules from \$58.00 per hour
- culling and sentencing of records from \$49.25 per hour
- other advisory or processing services from \$29.25 per hour

## Legislative history

### Notes

- Variations of this version that are uncommenced are not incorporated into the text.
- For further information relating to the Act and subordinate legislation made under the Act see the Index of South Australian Statutes.

### Principal regulations and variations

New entries appear in bold.

Year	No	Reference	Commencement
1998	96	<i>Gazette 28.5.1998 p2387</i>	28.5.1998: r 2
1999	22	<i>Gazette 25.3.1999 p1490</i>	25.3.1999: r 2
1999	95	<i>Gazette 27.5.1999 p2890</i>	1.7.1999: r 2
2000	7	<i>Gazette 27.1.2000 p528</i>	27.1.2000: r 2
2000	108	<i>Gazette 25.5.2000 p2810</i>	1.7.2000: r 2
2000	255	<i>Gazette 26.10.2000 p2828</i>	26.10.2000: r 2
2001	107	<i>Gazette 31.5.2001 p2072</i>	1.7.2001: r 2
2002	101	<i>Gazette 20.6.2002 p2610</i>	1.7.2002: r 2
2003	135	<i>Gazette 29.5.2003 p2362</i>	1.7.2003: r 2
2004	102	<i>Gazette 27.5.2004 p1622</i>	1.7.2004: r 2

### Provisions varied

New entries appear in bold.

Provision	How varied	Commencement
r 3A	inserted by 22/1999 r 3	25.3.1999
	r 3A redesignated as r 3A(1) by 7/2000 r 3	27.1.2000
r 3A(2)	inserted by 7/2000 r 3	27.1.2003
	varied by 255/2000 r 3	26.10.2000
Sch	substituted by 95/1999 r 3	1.7.1999
	substituted by 108/2000 r 3	1.7.2000
	substituted by 107/2001 r 3	1.7.2001
	substituted by 101/2002 r 3	1.7.2002
	substituted by 135/2003 r 4	1.7.2003