



STATE AND LOCAL RECORDS MANAGEMENT DIVISION IMAGING SERVICES

FEE SCHEDULE (FY2010)

The Imaging Services Department of State and Local Records Management (SLRM), a division of the Texas State Library and Archives Commission, operates a full-service image conversion center catering specifically to the needs of state agencies and local governments.

Imaging Services specializes in preservation and archival microfilming, processing and duplication, and comprehensive quality control inspection and editing.

All microfilm produced by the Imaging Services Department meets the requirements found in the *Microfilming Standards and Procedures* for state agencies and local governments.

Charges for services not listed (e.g., expunctions, special editing, density and resolution for client-created film, cartridge loading/unloading, quality inspection reports, processing step test runs, automatic indexing) will be quoted after determining unique client needs.

Source Document Microfilming

Imaging Services films documents on planetary and rotary cameras using 16mm and 35mm silver halide film. The charge per image for source document microfilming on planetary or rotary cameras will be quoted after determining client requirements and specifications and, in some cases, after test filming a sample of the documents to better evaluate format and client needs.

The charge per image always includes film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels and transmittal forms that provide the records series title, roll number, and beginning and ending contents of each roll.

Digital Imaging Services

Digital archiving converts scanned images to archival microfilm for permanent storage. Input file format should conform to TIFF Group IV single page specifications and can be sent to the Texas State Library using CD-ROM or portable hard drive. Output format is archival 16mm silver halide microfilm. The charge per image for digital archive microfilming will be quoted after determining client requirements and specifications.

Processing (Silver)

Includes darkroom spot edit

16mm, 215'	\$6.85 per roll
16mm, 100'	\$4.75 per roll
35mm, 100'	\$8.45 per roll

Duplication (Silver)

Includes processing and darkroom spot edit

16mm, 215'	\$20.80 per roll
16mm, 100'	\$13.20 per roll
35mm, 100' Direct Dupe	\$23.60 per roll
35mm, 100' Print Film	\$23.60 per roll

Duplication (Diaz)

Includes processing and darkroom spot edit

16mm, 215'	\$9.85 per roll
16mm, 100'	\$7.35 per roll
35mm, 100'	\$14.10 per roll
Microfiche (w/envelope/label)	\$0.50 each

Jacket Loading/Updating

16mm or 35mm film inserted in 2 to 5 chamber jackets \$0.80 per jacket

Document Preparation

Document preparation involves repairing and arranging documents in the proper order, purging documents not requiring filming, removing fasteners, stamping/coding, inserting targets, etc.

\$13.25 per hour

Postage and Handling

1-2 rolls (16mm)	\$8.10
3-4 rolls (16mm)	\$8.20
5-8 rolls (16mm)	\$9.00
9-10 rolls (16mm)	\$9.55
11-13 rolls (16mm)	\$10.10
14 or more rolls (16mm)*	
one 35mm roll = two 16mm rolls	
34 microfiche = one 16mm roll	

* For packages over 5 pounds, rates are based on the weight of the piece and the zone (distance from origin to destination ZIP Code). The Domestic Rate Calculator will compute rates for all Priority Mail packages and provides the option for adding special services such as Delivery Confirmation.

Disposal of Hard Copy after Imaging

Recyclable material	\$0.02 per pound
Non-recyclable material	\$0.08 per pound

Minimum Fees

Microfilming (source document and digital archive writer)	\$150 minimum
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