

**COLLECTION**  
**of Service Regulations**  
**of the Director of the National Archives**

**Year 2015**

Prague 7 December 2015

Part: 3

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**Ref. No.: NA 5030/08-2015**

3<sup>rd</sup> Service Regulation of the Director of the National Archives which lays down the Price List of the Amount of Reimbursements of Costs Related to Services Provided by the National Archives on the grounds of the Annex 4 to the Decree No. 645/2004 Coll. (hereinafter referred to as 'Decree') which carries out some provisions of the Act No. 499/2004 Coll., on archives and records management and on the amendment to some other acts (hereinafter referred to as 'Act'), and the Price List of the Amount of Reimbursements of Costs Related to Services Provided by the National Archives beyond Legislative Regulations.

**Approved:** .....  
**PhDr. Eva Drašarová, CSc.**  
Head of the Service Office  
Director of the National Archives

Distribution list:

- Director of the NA
- Post Room of the NA
- Intranet – el. (valid for state employees and employees in employment relationship in the National Archives)

## SERVICE REGULATION

of the Director of the National Archives  
of 7 December 2015

Which lays down the Price List of the Amount of Reimbursements of Costs Related to Services Provided by the National Archives on the grounds of the Annex 4 to the Decree No. 645/2004 Coll. (hereinafter referred to as 'Decree') which carries out some provisions of the Act No. 499/2004 Coll., on archives and records management and on the amendment to some other acts (hereinafter referred to as 'Act'), and the Price List of the Amount of Reimbursements of Costs Related to Services Provided by the National Archives beyond Legislative Regulations.

**Price List of the Amount of Reimbursements of Costs Related to Services Provided by the National Archives on the grounds of the Annex 4 to the Decree No. 645/2004 Coll. (hereinafter referred to as 'Decree') which carries out some provisions of the Act No. 499/2004 Coll., on archives and records management and on the amendment to some other acts (hereinafter referred to as 'Act')**

**A.**

**Extracts and transcriptions of archival records including notification of negative search result and authentication of copies made by public archives**

1. Making an extract or a transcription of an archival record	CZK 50 for each page or part thereof of an extract or a transcription processed by the Archives
2. Authentication of a copy of an archival record with its original housed in the Archives and made by the Archives under section B (1)	CZK 30 for each authenticated page or part thereof

**B.**

**Reproductions of archival records**

<b>1. Electrographic copying (in CZK per one photocopy page)</b>		
<b>1.1 Black and white copying, one-sided</b>	<b>A4</b>	<b>A3</b>
1.1.1 Copying from loose sheets	CZK 5	CZK 8
1.1.2 Copying from bound sheets	CZK 7	CZK 12
<b>1.2 Black and white copying, double-sided</b>		
1.2.1 Copying from loose sheets	CZK 8	CZK 12
1.1.2 Copying from bound sheets	CZK 17	CZK 22
<b>1.3 Colour copying, one-sided</b>		
1.3.1 Copying from loose sheets	CZK 25	CZK 38
1.3.2 Copying from bound sheets	CZK 33	CZK 46
<b>1.4 Colour copying, double-sided</b>		
1.4.1 Copying from loose sheets	CZK 40	CZK 60
1.4.2 Copying from bound sheets	CZK 53	CZK 80

<b>2. Micrographic services – making of micro-records</b>		
2.1 One frame (45 x 35 mm) of a 35mm microfilm	CZK 32	Not available in the National Archives
2.2 One frame (24 x 35 mm) of a 35mm microfilm	CZK 20	Not available in the National Archives
2.3 Copying of micro-records – one frame, regardless of its size	CZK 15	Not available in the National Archives
2.4 Reverse enlarging of a frame of 35mm microfilm to a common office paper of A4, A3 formats	CZK 15	

<b>3. Digital reproductions</b>		
<b>3.1 Digital reproduction of a two-dimensional counterpart</b>		
3.1.1 Scanning counterparts up to format A4 included	CZK 10	
3.1.2 Scanning counterparts up to format A3 included	CZK 25	
3.1.3 Scanning large formats (A0+ included)	CZK 300	
3.1.4 Image of a counterpart up to format A3 included (carried out by a digital camera)	CZK 25	
3.1.5 Image of a counterpart larger than format A3 (carried out by a digital camera)	CZK 300	
3.1.6 Scanning archival records on transparent substrate (e.g. a negative, a plate), price per one image (frame)		
3.1.6.1 Scanning from a photographic film strip (roll)	CZK 20	
3.1.6.2 Scanning a separated film frame	CZK 50	
Increasing resolution by each 100 dpi (or part thereof) over 300 dpi	CZK 20	
Merging of several digital reproductions of a large-format counterpart into one image	Not available in the National Archives	
<b>3.2 Digital reproduction of a three-dimensional counterpart</b>		
3.2.1 One small- and medium-sized documentary shot (preview) carried out by a digital camera	Not available in the National Archives	
3.2.2 One small- and medium-sized studio shot (for printing) carried out by a digital camera	CZK 1,500	
<b>3.3 Provision of a digital reproduction of a previously reproduced counterpart (one image; JPG, 300 dpi)</b>	CZK 5	
<b>3.4 Access to digital reproductions of analogue archival records, digital archival records, and replicas of archival records through remote access shall be free of charge</b>		
<b>3.5 Data recording</b>		
3.5.1 CD, DVD including data recording and case	CZK 40	

Newly made digital reproductions or replicas of digital archival records are provided in colour, with colour depth 24 bits or higher, in basic resolution 300 dpi, in the JPG, PDF, PDF/A, TIFF, PNG, or RAW format, without postproduction.

**C.**  
**Authentication**

<b>1. Confirmation of accordance of a copy of an archival record in analogue form or its digital reproduction with an archival record in analogue form housed in the Archives</b>	
1.1 Processing the confirmation clause	CZK 50
1.2 Searching for an archival record and making a copy of the archival record in analogue or electronic form	CZK 100 per hour of work
<b>2. Confirmation of accordance of a replica of an archival record in digital form with an archival record in digital form or with a replica of an archival record in digital form housed in the Archives</b>	
2.1 Processing the confirmation clause	CZK 50
2.2 Searching for an archival record and making a replica of the archival record in digital form	CZK 100
<b>3. Confirmation of accordance of a copy of an archival record in analogue form or its digital replica with an archival record in analogue form housed in the Archives, or of a replica of an archival record in digital form with an archival record in digital form or with a replica of an archival record in digital form housed in the Archives is carried out in relation to copies and replicas of archival records created by the Archives. If accordance is confirmed in relation to copies of archival records in analogue form, to digital reproductions of archival records in digital form, or to replicas of archival records submitted by an applicant requesting the confirmation, a reimbursement for processing the confirmation clause and for authentication belongs to the Archives in the amount of CZK 1,000.</b>	

**D.**  
**Postal charges**

<b>1. Postal charges</b>	
1.1 Postage shall be charged according to the valid price list of postal service providers	

**Price List of the Amount of Reimbursements of Costs Related to Services Provided by the National Archives beyond Legislative Regulations**

**E.  
Research**

<b>1. Research</b> (finding required information and drawing up a comprehensive report based on finding and excerption of relevant archival records, finding aids, and other expert sources)	
1.1 Price per one hour of work	CZK 250

**F.  
Provision of digital reproductions of cinematographic and audio archival records**

<b>1. Provision of digital reproductions of cinematographic and audio archival records</b> (Records are provided without further postproduction and editing.)	
<b>1.1 Handling fee</b> (search and preparation of archival records for transcription, necessary restoration interventions included); price per one hour of work or part thereof	CZK 250
<b>1.2 Cinematographic archival records</b>	
1.2.1 Transcription of a film reel	Price of external contractor + handling fee
1.2.2 Copy of a digital transcript of a film reel (per one hour of recording or part thereof) in MPEG-2 format	CZK 250 + price of a carrier
1.2.3 Digital copy of a VHS cassette (per one hour of recording or part thereof) in MPEG-2 format	CZK 250 + price of a carrier
1.2.4 Above-standard digitisation services/unusual formats	Price of external contractor + handling fee
<b>1.3 Audio archival records</b>	
1.3.1 Transcription of magnetic tapes	Price of external contractor + handling fee
1.3.2 Transcription of compact cassettes (per one hour of recording or part thereof) in MP3 format	CZK 250 + price of a carrier
1.3.3 Transcription of gramophone records	Price of external contractor + handling fee
1.3.4 Copy of digital transcript of audio archival records (per one hour of recording or part thereof) in MP3 format	CZK 250 + price of a carrier
1.3.5 Above-standard digitisation services/unusual formats	Price of external contractor + handling fee

With regard to physical condition and protection of archival records, services of an external contractor are arranged by the National Archives exclusively.

**G.****Filming in the premises of the National Archives**

<b>1. Filming in the premises of the National Archives intended for public screening (TV, cinema, exhibitions, etc.),</b> expert supervision or accompaniment of an Archives' employees and preparation included. (Conditioned by consent of the Head of Department of Photo-, Phono-, and Cinematographic Documents and Public Services).
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1.1 A basic fee for each hour or part thereof	CZK 250
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**H.****Postal charges****1. Postal charges**

1.1 Postage shall be charged according to the valid price list of postal service providers	
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This Service Regulation becomes valid and effective on 1 January 2016 and cancels the Instruction No. 4/2015 of 21 July 2015.

Ref. No. NA-5030/08-2015

**PhDr. Eva Drašarová, CSc.**  
Head of the Service Office  
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