



Kentucky Department for Libraries and Archives
Archives and Records Management Division
State Records Center – Fees

State Records Center (items marked with * will also have 6% sales tax applied)

Storage per cubic foot	\$.43
Storage extension beyond destruction date	\$.75
Off-Site Requests (in-state customers) <i>Includes: up to 30 photocopies, postage, and certification</i>	\$20.00
Off-Site Requests (out-of-state customers) <i>Includes: up to 30 photocopies, postage, and certification</i>	\$25.00
Off-Site Public Requests (delivered via email) <i>Includes: up to 30 scanned pages</i>	\$12.00
*Copies (per page on-site and per additional page off-site)	\$.25
Certification (on-site copies)	\$5.00
Re-boxing	Price set by authorized supplier
Padded Mailers (#5, #6, #7)	Price set by authorized supplier
*UPS / FedEx / USPS Postage <i>Includes tracking</i>	Determined by weight

Effective August 1, 2026



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Off-Site Research Requests (in-state customers) <i>Includes: up to 30 photocopies or scanned pages, postage, and certification</i>	\$20.00
Off-Site Research Requests (out-of-state customers) <i>Includes: up to 30 photocopies or scanned pages, postage, and certification</i>	\$25.00
Off-Site Legal Requests (delivered via email) <i>Includes: up to 30 scanned non-certified pages</i>	\$12.00
*Copies (per page on-site and per additional page off-site)	\$.25
*Microfilm Print (per page on-site and per additional page off-site)	\$.50
*Scan (per page on-site and per additional page off-site)	\$.20
*Photo scans or prints	\$5.00 per image
*Scans on a DVD or USB drive <i>Per disc or drive, including postage</i>	\$3.00/6.00 if mailed
Padded Mailers (#5, #6, #7)	Price set by authorized supplier
*UPS or FedEx Postage <i>Includes tracking</i>	Determined by weight
*USPS Postage	Determined by weight
Certification (on-site copies)	\$5.00
Re-boxing	Price set by authorized supplier

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Electronic Records Branch – Fees

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Pricing Guidelines: Scanning

(Does not include Research Fees)

***Digital Images Scanned – Up to 8½” x 14”** – \$1.00 per image, up to 20 images

(Pricing depends on quality and nature of original records. Contact for projects over 20 images.)

***Digital Images Scanned – Over-Sized Documents** – \$3.50 per image, up to 10 images

(Pricing depends on quality and nature of original records. Contact for projects over 10 images. Pricing varies for documents over 15 x 24”.)

Scan fees do not include storage media, see below.

***Previously scanned oversized - \$3.00**

***Death Certificates (1911-) – 100.00 per year for digital images** (Access to death certificates is on a rolling 50-year delay.)

***Microfilm to Scanned Images @ \$40.00 per roll** (previously scanned, \$20.00)

(Entire roll. No Indexing. Includes flash drive.)

***Microfiche cards - \$10.00** (previously scanned, \$5.00)

***Analog Recordings**

\$40 per videocassette or audiocassette. Other formats vary.

***Indexes**

Death records (1911-1999) \$12.00; Birth (1911-1999) & Marriage (1973-1999) \$24.00; Birth, Marriage, and Death \$30.00

Pricing Guidelines: Delivery

CD/DVD, Flash Drive, etc.

(Current market price. Limit 2 DVDs per order.)

Transportation Cost

(Current state government mileage rate.)

UPS or Fed-Ex / Shipping and Handling

(Current market price.)

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Local Records Branch – Fees

Pricing Guidelines: Microfilm/Images QC Services

Quality Control and Evaluation:

Microfilm

Grant:

12.5% of the microfilming cost

(100 foot microfilm – 16mm)

(131 foot microfilm – 35mm)

Non-Grant:

\$40.00

(100 foot microfilm – 16mm)

(131 foot microfilm – 35mm)

12.5% of the microfilming cost

(215 foot microfilm – 16mm)

\$50.00

(215 foot microfilm – 16mm)

Digital Images

Grant:

12.5% of the digitization cost

Non-Grant:

KDLA may QC non-grant projects at our discretion and pending an agreement

\$40.00 (up to 1,000 images)

Additional images may be QC'd at \$40.00/1000 images