



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

**State Records Center**

Storage per cubic foot	\$ .43
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 or FedEx Postage <i>Includes tracking</i>	Determined by weight



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**State Archives Center**

Off-Site Public Requests (in-state customers) <i>Includes: up to 30 photocopies or 20 microfilm copies, postage, and certification</i>	\$20.00
Off-Site Public Requests (out-of-state customers) <i>Includes: up to 30 photocopies or 20 microfilm copies, postage, and certification</i>	\$25.00
Off-Site Public Requests (delivered fax or email) <i>Includes: up to 30 faxed or scanned 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
Fax (per additional page)	\$.20
Scan (per additional page)	\$.20
Photo scans or prints	\$5.00 per image
Scans on a DVD or USB drive <i>Per disc or drive, including postage</i>	\$4.50/7.50 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
Storage	N/A
Certification (on-site copies)	\$5.00

Effective August 1, 2024

Kentucky Department for Libraries and Archives  
Archives and Records Management Division  
Electronic Records Branch – Fees

**Pricing Guidelines: Scanning**

**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.*

**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**

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

**Analog Recordings**

\$40 per tape/reel

**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.)

Kentucky Department for Libraries and Archives  
Archives and Records Management Division  
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