

# **Contract for Imaging Services for Fiscal Year 2019**

**Texas State Library and Archives Commission  
State and Local Records Management**

**THE STATE OF TEXAS – COUNTY OF TRAVIS**

**TSLAC Contract Number: 6-19-1246**

**WillCo Contract or Purchase Order Number: Not Provided**

This Contract is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and Williamson County Clerk, the Receiving Agency, pursuant to the authority granted in, and in compliance with, the provisions of the Interagency Cooperation Act, Texas Government Code, Title 7, Chapter 771.

## **I. ADMINISTRATIVE CONTACT INFORMATION FOR CONTRACTING PARTIES**

### **Receiving Agency**

**Name:** Williamson County Clerk  
**Agency Code:** 1246.01  
**Contact Person:** Nancy Rister  
**Contact Phone:** (512) 943-1549  
**Contact Email:** nrister@wilco.org

### **Performing Agency**

**Name:** Texas State Library and Archives Commission  
**Agency Code:** 306  
**TINS No:** 33063063060013  
**Contact Person:** Michael Shea  
**Phone:** (512) 475-5151

## **II. STATEMENT OF SERVICES TO BE PERFORMED**

The Performing Agency will perform records storage and imaging related services in levels not to exceed the total billable amounts in Section IV of this Contract. Billable fees for records storage and imaging related services will be assessed monthly based on actual services performed. Fees for services under this Contract are outlined in Appendix 1.

Information regarding the eligibility for storage and imaging, record preparation, transferring and transporting records, requesting or returning stored records, and the final disposition of stored records is available on the Performing Agency's website in the "Records Management" Section.

The Performing Agency certifies that it has authority to provide and invoice for these services as granted in Texas Government Code, Chapter 441, § 441.006, § 441.017, and § 441.182.

## **III. FEE SCHEDULE CALCULATION**

All fees charged under this Contract are formulated on a cost recovery model reviewed by the Texas State Auditor's Office and the Texas Legislative Budget Board.

Reimbursable costs under this Contract will be calculated for Records Center Services in accordance with Texas Government Code as cited in Section II and as listed in Appendix 1, effective September 1, 2017.

**IV. CONTRACT AMOUNT**

The maximum amount of this Contract is \$91,700.00 and can only be increased or decreased by an executed addendum to this Contract. Of the total amount of this Contract, \$6,000.00 of this amount is designated for storage services and \$85,700.00 is designated for imaging services.

The total amount of this Contract is an estimate based on prior services provided by the Performing Agency for services requested by the Receiving Agency. It is the responsibility of both the Performing and Receiving Agencies to amend this Contract as the scope of services changes during the Contract term.

**V. INVOICING FOR SERVICES**

The Performing Agency will submit invoices to the Receiving Agency on a monthly basis, and will provide support documentation for any change in the storage, circulation, and/or imaging charges incurred during the invoicing period. This documentation will be provided at no additional charge. Any additional reports requested by the Receiving Agency will be charged as "Other Services" and will be discussed and agreed upon by both parties prior to the start of the work.

Invoices will be submitted to the Receiving Agency as PDF files via email to the contact listed below. The Receiving Agency is responsible for informing the Performing Agency at [ar@tsl.texas.gov](mailto:ar@tsl.texas.gov) if the billing email address changes or some other method of submission is necessary for the invoices.

**The Receiving Agency's email address for receiving invoices is: [nrister@wilco.org](mailto:nrister@wilco.org).**

Questions concerning billing and accounting transactions related to this Contract should be directed to the attention of:

Texas State Library and Archives Commission  
State and Local Records Management  
Attention: Accounting  
Box 12516  
Austin, TX 78711-2516  
Email: [ar@tsl.texas.gov](mailto:ar@tsl.texas.gov)

**VI. PAYMENT FOR SERVICES**

Payment for services performed under this Contract will be processed monthly in accordance with the Interagency Cooperation Act, Texas Government Code, Chapter 771, § 771.008.

If the Receiving Agency is paying other than via an Interagency Transaction Voucher processed through the Texas Comptroller's Uniform Statewide Accounting System (USAS), the Receiving Agency will remit payment to the following address:

Texas State Library and Archives Commission  
Accounts Receivable  
Box 12516  
Austin, TX 78711-2516

**VII. CANCELLATION OF CONTRACT**

This Contract may be canceled by either party provided the following conditions are met. To terminate this Contract, either party must submit a written notice of intent to terminate the contract to the other party at the address listed in Section I of this Contract at least 30 days prior to the intended termination date. The termination notice must reference the State and Local Records Management (SLRM) Contract Number, and must be dated and signed by the agency head or the authorized records management officer. The date of actual Contract termination must be mutually agreed to in writing by both parties to allow for the appropriate and efficient disposition of all records in storage or micro-conversion in process at the time of cancellation notice. Payment for storage services performed will be the responsibility of the Receiving Agency until all records are removed from storage, and payment for imaging services will be due for all imaging services performed prior to the agreed termination date. All fees will be calculated as outlined in the fee schedules in Appendix 1.

**VIII. TERM OF CONTRACT**

This Contract begins once fully executed by both parties and terminates on August 31, 2019.

The undersigned parties bind themselves to the faithful performance of this Contract. It is mutually understood that this Contract will not become effective until signed by both parties below.

RECEIVING AGENCY

Williamson County Clerk

By: 

Dan Gattis

County Judge

Date: 09-04-2017

PERFORMING AGENCY

Texas State Library and Archives Commission

By: 

Donna Osborne

Chief Operations and Fiscal Officer

Date: 7/27/18

GENERAL INSTRUCTIONS

An original and one copy of this entire document, including any attachments, addenda, and/or exhibits must be submitted to the Receiving Agency for approval. The Receiving Agency must sign both Contracts and return one copy to:

Texas State Library and Archives Commission

State and Local Records Management

Attention: Accounting

Box 12516

Austin, TX 78711-2516



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION  
State & Local Records Management Division  
RECORDS STORAGE SERVICES  
FEE SCHEDULE (FY 2019)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

RECORDS STORAGE SERVICES (NIGP CODE)	Unit	Fee
1. Records Center Stack Storage (962-95-01)	Cubic Ft (CF)*	\$ 0.20
2. Oversize Documents (962-95-02)	Call for quote	
3. Map Storage (962-95-03)	Call for quote	
4. Microfilm storage – 16 mm roll (962-95-04)	Each	\$ 0.07
5. Microfilm storage – 35 mm roll (962-95-05)	Each	\$ 0.14
6. Microfiche storage (962-95-06)	Per sheet	\$ 0.0015
7. Microfilm storage – Quarantine (962-95-07)	Each	\$0.21
8. Microfilm storage – Cold storage (962-95-08)	Each	\$1.00
9. Microfilm storage – Freezer storage (962-95-09)	Each	\$2.00
10. Disaster Recovery – storage (990-28-10)	CF	\$ 3.50
11. Disaster Recovery – circulation (990-28-11)	CF	\$ 5.00

*Monthly Fees are assessed on the total volume of cubic feet of hard copy or microforms stored at any point during a month.*

**\*NOTE: \$0.20 per cubic foot equals \$0.24 per standard record storage box.**



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**RECORDS STORAGE SERVICES**  
**FEE SCHEDULE (FY 2018)**

ACTIVITIES SERVICES	Unit	Fee
12. Accessions (958-82-01)	Each	\$ 1.10
13. Disposal and destruction (958-82-02)	Each	\$ 2.75
14. Permanent Withdrawal (958-82-03)	Each	\$ 2.75
15. Circulation (958-82-04)	Each	\$ 1.75
16. Rush Circulation (958-82-05)	Each	\$ 3.50
17. Regular Deliveries/Pickups (in City of Austin) (958-82-06)	Each	\$11.00
18. Rush Deliveries/Pickups (in City of Austin) (958-82-07)	Each	\$22.00
19. Special Deliveries /Pickups surcharge (in City of Austin) (958-82-08)	Each*	\$ 0.50
20. Delivery mileage charge (outside City of Austin) (958-82-09)	Per mile	\$ 1.25
21. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) (958-8210) <i>Note: circulation fee also applied for pull and refile (Item 15)</i>	Per page/Per frame	\$ 0.20
22. Scan on demand oversize documents (digital scan/transmission of documents) (958-8211) <i>Note: circulation fee also applied for pull and refile (Item 15)</i>	Per page	\$1.00

*\*Applied only when additional staff time is needed to remove from a location or place in location 30 or more items while at an agency.*

OTHER SERVICES	Unit	Fee
23. Data entry – per line (958-82-12)	Per line	\$ 0.50
24. Relabel –box or file (958-82-17)	Each	\$2.00
25. Document Preparation (if required for scan on demand) (958-82-13)	Per hour*	\$40.00
26. Research – box, file, microform assistance (958-82-14)	Per hour*	\$40.00
27. Special reports – research and generation (958-82-15)	Per hour*	\$40.00
28. Minimum monthly charge (958-82-16)	Each	\$15.00

*\*Charged in 15 minute increments.*

## Records Storage Service Descriptions

- 1. Records Center Stack Storage:** The monthly fee is \$0.20 per cubic foot. The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet each; this is equal to \$0.24 per month. Storage of containers other than the standard container includes either 36 or 48" roll plan (RP36, RP48).
- 2. Oversize Documents:** If documents are too large or too fragile to be housed in roll plan boxes, please contact the Records Center Manager to discuss alternatives. Charges will be based on the amount of space taken up on shelves. Arrangements for other types of storage and pricing will be taken on a case-by-case basis.
- 3. Map Storage:** Oversized maps that can be stored on shelves, map cabinets, or oversized flat boxes will be accepted on a case-by-case basis as room is available. Pricing will vary based on the amount of floor space or shelf space taken up by the maps. Please contact the State Records Center Manager for additional information.
- 3-5. Microform Storage:** Reels and Microfiche are stored in one of the microfilm vaults at the State Records Center. The rate of \$0.07 is for a 16mm reel, that fee is doubled for 35mm. The cost of storing each sheet of microfiche is \$0.0015.
- 6. Microfilm Storage – Quarantine:** Film that is identified as having oxidation, vinegar syndrome, or other degradation issues will be removed from storage. Film will be segregated into a vault designated for quarantined film. The owner of the film will have the option of duplicating the film or leaving the film in quarantine vault. Microfilm stored in this area will be charged a rate of \$0.21 per roll, per month. This is a new service in FY2018.
- 7. Microfilm Storage – Cold storage:** Fragile or degrading film will be stored between 33-55 degrees to help slow the effects of the degradation. The cost will be \$1.00 per roll, per month. This is a new service in FY2018.
- 8. Microfilm Storage – Freezer storage:** Extremely fragile or degrading film will be stored below 32 degrees to help slow the effects of the degradation. The cost will be \$2.00 per roll, per month. This is a new service in FY2018.
- 10. Disaster Recovery Vault Storage:** The fee is assessed for the total volume of cubic feet stored in the disaster recovery vault that is not processed into and/or out of disaster recovery vault storage during each month, but remains in storage for the entire month.
- 11. Disaster Recovery Vault Circulation Services:** The fee is assessed for the total volume of cubic feet processed into and/or out of the disaster recovery vault storage during each month, and includes such processing for records that are stored for less than one month.
- 12. Accession Services:** The fee is assessed for accessioning items for storage including these activities: receive request to store; create new items in tracking software; assign locations; generate and print labels; affix labels; and add to shelves. The charge is per item (box, reel, etc.).
- 13. Disposal and Destruction Services:** The fee is assessed for removing items from storage including these activities: verify request against retention schedule; staff pull from shelves; staff verify boxes pulled; palletize; shrink wrap; staff present at vendor pick up for secure destruction; and staff mark items as destroyed in tracking software. The charge is per item (box, reel, etc.).
- 14. Permanent Withdrawal Services:** The fee is assessed for permanent withdrawal of items from storage including these activities: pull from shelf; send to customer; and mark items as permanently returned to customer in tracking software. Includes items transferred from agency to agency or to transfer ownership to the State Archives. The charge is per item (box, reel, etc.).
- 15.1 Circulation Services:** The fee is assessed for circulating items to/from storage including these activities: process request from customer to borrow or return borrowed items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from/return to shelf; send to customer; and mark item in/out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled.
- 15.2 Microfiche Circulation:** Microfiche circulation will be calculated either by batch pull (pulling one set = 1 pull fee) or by individual fiche within a set if the request is for anything other than a full batch (e.g. 5 single fiche pulled from on large set or several different sets = 5 pull fees).
- 16. Rush Circulation Services:** The fee is assessed for circulating items from storage that are requested to be retrieved prior to the next standard delivery/pick up cycle. These activities include: process request from customer to borrow items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from a shelf; stage at records center for pick up by customer or send to customer; and mark item out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled. In addition to the Rush circulation charge, if the item(s) is to be delivered to the customer the Rush Delivery charge will be applied as well (Item 18).
- 17. Regular Deliveries/pickups (in city of Austin):** Records requested will typically be delivered within one business days or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).
- 18. Rush Deliveries/Pickups (in city of Austin):** Applies to RUSH requests that were retrieved and delivered prior to the next standard delivery/pick up cycle. In addition, a Rush Circulation Service fee is also applied for Rush requests (Item 16).
- 19. Special Deliveries/Pickups surcharge (in City of Austin):** This fee is added to each item over 30 items that requires additional time of State Records Center staff at the pickup/delivery site because items are not staged properly in a dock or prior agreed upon

staging area. Some examples of when the surcharge would be applied are: when SRC staff are required to remove boxes from shelves; boxes or files are scattered across a facility requiring staff to wait to have items brought to them or go to multiple locations to pick up; boxes are stacked out of order; when returning boxes staff are requested to place boxes on a shelving unit or to stack boxes in anyway other than how they are on the carts.

**20. Delivery Mileage Charge (outside city of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.

**21. Scan on Demand:** Applies to a per page or per frame of microforms fee for the State Records Center to scan a document and digitally transmit that document to the customer via email. NOTE: Circulation charges also apply to the scan on demand service. (Item 15).

**22. Scan on Demand oversized documents:** Applies to a per page fee for the State Records Center to scan a document and digitally transmit that document to the customer via email. NOTE: Circulation charges also apply to the scan on demand service. (Item 15).

**23. Data Entry:** The State Records Center has implemented a new automated inventory system that allows customers access to the system from their office. As a service to our customers the SRC will continue to enter accession information data or accept email and phone requests for circulation of items and then enter those requests into the system for a charge of \$0.50 per line. If customers choose to do their own data entry, the charge will be waived. Creation of labels will not incur a charge.

**24. Relabel:** When boxes or files at the state records center are mislabeled and the owning agency requests new labels for their boxes or files. Examples of mislabeling might include misspelling names, mismatched alpha numeric codes, or removing PII from labels. This fee will not be assessed for damaged barcodes that are reprinted using the same information that was on the damaged barcode or for boxes transferred from one agency to another agency.

**25. Document Preparation (if required for scan on demand):** Document preparation involves repairing and arranging documents in the proper order, removing fasteners, stamping/coding, etc. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

**26. Research – box, file, microform assistance:** hourly charge of \$40.00 per hour to research box contents on customer's behalf; to search multiple boxes for particular files; to find individual images on reels of microfilm or sheets of microfiche to fulfill a scan on demand request. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

**27. Special reports – research and generation:** hourly charge of \$40.00 per hour to research and create custom reports for customers. Standard reports can be generated by customers through the records tracking system for free. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

**28. Monthly Minimum Storage Fee:** A minimum monthly storage fee of \$15.00 will be charged at the end of each month for any customer that has a total storage cost of less than that amount.

**Other Services:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to re-box materials if received in poor condition (including per box charge for new boxes); and storage of oversized and/or odd shaped records that will not fit in a standard records center box. Please call for quote.

### Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

**Agency:** A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

**Cubic Foot (CF):** The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet.

**Customer:** Includes state agencies and units of local government.

**Disaster recovery services:** The temporary off-site storage and regular rotation of a security backup copy of records for the purpose of recovering information in the event of a disaster.

**Local Government:** A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.





**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**IMAGING MICROFILM SERVICES**  
**FEE SCHEDULE (FY 2019)**

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

MICROFILMING IMAGING AND DUPLICATING SERVICES	Unit	Fee
1. Frames Filmed (Rotary Camera/16 mm) (920-30-01)	Per Frame	\$ 0.07
2. Frames Filmed (Digital Archive/16 mm) (920-30-02)	Per Frame	\$ 0.07
3. Original Reels Processed (5 Mil) (920-30-03)	Each	\$17.00
4. Original Reels Processed (2.5 Mil) (920-30-04)	Each	\$22.00
5. Original Reels Processed (35 mm) (920-30-05)	Each	\$17.00
6. Reels Duplicated Silver (2.5 Mil – 16 mm) (920-30-06)	Each	\$32.00
7. Reels Duplicated Silver (35 mm Direct) (920-30-07)	Each	\$37.00
8. Reels Duplicated Silver (35 mm Print) (920-30-08)	Each	\$37.00
9. Reels Duplicated Silver (5 Mil) (920-30-09)	Each	\$27.00
10. Reels Duplicated Diazo (2.5 Mil – 16 mm) (920-30-10)	Each	\$22.00
11. Reels Duplicated Diazo (5 Mil – 35 mm) (920-30-11)	Each	\$27.00
12. Reels Duplicated Diazo (5 Mil – 16 mm) (920-30-12)	Each	\$22.00
13. Jackets Loaded (920-30-13)	Each	\$2.50
14. Jackets Duplicated Diazo (920-30-14)	Each	\$2.00
15. Magazine Loaded (920-30-15)	Each	\$3.00
16. Document Preparation (920-30-16)	Per hour*	\$40.00
17. Postage (920-30-17)	Each	actual cost
18. Regular Deliveries/Pickups (in City of Austin) (958-82-01)	Each	\$11.00
19. Expedited Deliveries/Pickups (in City of Austin) (958-82-07)	Each	\$22.00
20. Delivery mileage charge (outside City of Austin) (958-82-09)	Per Mile	\$ 1.25
21. Minimum order for filming services (920-30-18)	Each	\$150.00

\*Charged in 15 minute increments.

## Microfilming, Imaging and Duplicating Services Descriptions

The Imaging Services Unit of the State Library and Archives Commission's Records Management Division (RMD), offers some microfilm imaging services to state agencies and local governments. All microfilm produced by the unit meets the requirements found in the *Microfilming Standards and Procedures* for state agencies and local governments.

**1. Source Document Microfilming:** Imaging Services films documents on rotary cameras using 16mm film. The charges 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 information that provide the records series title, roll number, and beginning and ending contents of each roll.

**2. Digital Archiving Services:** Digital archiving converts scanned images to archival microfilm for permanent storage and vital/essential record protection in the case of disaster (including technology obsolescence). 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 charges 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 as well as transmittal information that provide the records series title, roll number, and beginning and ending contents of each roll.

**3-5. Original Reels Processed:** For reels of film produced by agency and sent to Imaging Services for processing. The charges 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.

**6-12. Reels Duplicated:** A secondary silver film or diazo copy for agency use or distribution. The charges include quality control editing according to client requirements.

**13. Jackets Loaded:** Jacket services include, cutting film, loading film into jacket sleeves or channels, adding to the jacket and manually labeling each jacket.

**14. Jackets Duplicated:** Microfiche diazo copy of jacket.

**15. Magazine Loaded:** Charges for services to load a roll of microfilm into a magazine/cartridge and add a leader or remove a roll from a magazine/cartridge. The magazine/cartridge of the customer's choice will be provided at cost to the customer as well. The three dollars is for loading/unloading and adding a leader only.

**16. 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. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

**17. Postage and Handling:** Actual charges will be added for postage and handling to return Source documents and reels to the customer. Customer can request special services such as Delivery Confirmation.

**18. Regular Deliveries/Pickups (in city of Austin):** Records requested will be delivered typically within one business days or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).

**19. Expedited Deliveries/Pickups (in city of Austin):** Applies to same-day RUSH requests.

**20. Delivery Mileage Charge (outside city of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.

**21. Minimum Order of Filming Services:** of \$150.00 will be charged at the end of each month for any customer that has a total film service cost of less than that amount.

**Other Services:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to research microform contents on customer's behalf; to search multiple reels for particular images; to re-box customer's materials if received in poor condition, or not in acid free containers (including per box charge for new boxes); and hourly rates charged for custom reports (standard reports will be available at no charge). Please call for quote.

## Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

**Agency:** A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

**Customer:** Includes state agencies and units of local government.

**Local Government:** A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.

**Microfilm:** Roll microfilm, microfiche, computer output microfilm (COM), and all other formats produced by and method of microphotography or other means of miniaturization on film.



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**DIGITAL IMAGING SERVICES**  
**FEE SCHEDULE (FY 2019)**

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

<b>Standard Capture</b>		<b>Imaging up to 8.5x14</b>	
1. B & W 200 DPI (920-30-19)	Per Image	\$	0.030
2. B & W 300 DPI (920-30-20)	Per Image	\$	0.032
3. B & W 400 DPI (920-30-21)	Per Image	\$	0.035
4. B & W 600 DPI (920-30-22)	Per Image	\$	0.040
5. Color 300 DPI (920-30-23)	Per Image	\$	0.040
6. Color 400 DPI (920-30-24)	Per Image	\$	0.045
7. Color 600 DPI (920-30-25)	Per Image	\$	0.050
<b>Large Format Image Capture</b>		<b>Imaging up to 48 inches wide</b>	
8. 200 DPI (920-30-26)	Per Image	\$	0.900
9. 300-600 DPI (920-30-27)	Per Image	\$	1.000
<b>Transparency Media Capture</b>		<b>Not Available</b>	
<b>Image Processing</b>		<b>OCR/Searchable PDF</b>	
10. 200 DPI (920-34-01)	Per Image	\$	0.030
11. 300 DPI (920-34-02)	Per Image	\$	0.030
12. 400 DPI (920-34-03)	Per Image	\$	0.030
13. 600 DPI (920-34-04)	Per Image	\$	0.040
<b>Microform Conversion</b>			
14. Microfilm to Digital (920-34-05)	Per Image	\$	0.040
15. Microfiche to Digital (920-34-06)	Per Image	\$	0.050
<b>Index Field - Type 1</b>		<b>Automated Process</b>	<b>Per Document</b>
16. 15 Characters (920-34-01)	Per Document	\$	0.030
17. 16-30 Characters (920-34-02)	Per Document	\$	0.030
18. 31-45 Characters (920-34-03)	Per Document	\$	0.030
<b>Index Field 2 - Type 2</b>		<b>Manual capture within doc</b>	
19. 15 Characters (958-82-18)	Per Document	\$	0.045
20. 16-30 Characters (958-82-19)	Per Document	\$	0.055
21. 31-45 Characters (958-82-20)	Per Document	\$	0.075
<b>Special Document Handling</b>			
22. Overnight Vault Storage (962-95-10)	Per Day, per container	\$	1.000
23. Environmental requirements (962-95-11)	Per Day		No Charge
<b>Capture From Special Formats</b>			
24. Photographic Prints (920-30-31)	Per Image		Not Available
25. Photographic Negatives (920-30-32)	Per Image		Not Available
26. Newspaper (920-30-33)	Per Image		Not Available
27. X-Rays (920-30-34)	Per Image		Not Available
28. Manuscripts (920-30-35)	Per Image	\$	0.200
29. Drawings (920-30-36)	Per Image	\$	1.000
30. Bound Books (920-30-37)	Per Image		Not Available



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**DIGITAL IMAGING SERVICES**  
**FEE SCHEDULE (FY 2019)**

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

<b>Enhancing Images</b>			
30. Bit Depth (920-30-38)	Per Image	\$	0.015
31. Resolution (920-30-39)	Per Image	\$	0.015
32. Tonal dynamic range (920-30-40)	Per Image	\$	0.015
33. Contrast (920-30-41)	Per Image	\$	0.015
34. Color space (920-30-342)	Per Image	\$	0.015
<b>Delivery Media By Storage Type</b>			
35. CD (920-34-07)	Per CD	\$	1.000
36. DVD (920-34-08)	Per DVD	\$	2.000
37. USB (920-34-09)	Per USB	At Cost	
38. Portable HD (920-34-10)	Per HD	At Cost	
39. Media By Data Exchange(920-34-11)	Per Gigabyte	No Charge	
40. Transfer to media provided by Agency (920-34-12)	Various	No Charge	
41. Imaging Repository Hosting/Repository Maintenance (920-34-13)		Not Available	
<b>Personnel</b>			
42. Document Preparation (920-30-43)	Per Hour	\$	40.000
43. Re-Preparation Services (920-30-44)	Per Hour	\$	40.000
44. Project Manager/Project Planning (920-30-45)		No Charge	
<b>Transportation</b>			
45. Pickup/Delivery (958-82-06)	Inside Austin City Limits	Per Trip	\$ 11.000
46. Pickup/Delivery (958-82-09)	Outside Austin City Limits	Per Mile	\$ 1.25
<b>Destruction</b>			
47. Paper (958-82-21)	Per Box	\$	2.750
48. Shipping (958-82-22)	Per Box	At Cost	
<b>Output File Formatting</b>			
49. Imaging Output in non-proprietary file formats (920-34-46)	Per Image	No Charge	
50. Indexes, audit trails, etc. (Non-Proprietary file formats) (920-34-47)	Per gigabyte	No Charge	
<b>Location of Scanning - At SRC only</b>			
<b>Additional Services</b>			
51. Offline Vault Storage of Digital Media monthly (990-28-10)	Per cu. ft. container	\$	3.500
52. Circulation Charges (990-28-11)	Per Trip	\$	5.000
<b>Storage of Source Material</b>			See Storage Fee