**Montgomery County**

**Department of History & Archives**

***Fee Schedule for Copies of Records***

**Effective January 1, 2018**

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| **Copy Medium and Format** | **Source Document** | **Copy Fee** |
| Photocopy (electrostatic) |  |  |
| 8.5" x 11", 8.5" x 14" | (from paper documents or microfilm) | $0.25 per copy |
| 11" x 17" | (from oversize documents) | $0.50 per copy |
| Photograph | (various formats available) | Prices vary; consult staff |
| Videotape | (VHS) | Prices vary; consult staff |
| Audiotape | (various formats available) | Prices vary; consult staff |
| Certification of Copies |  | $5.00 per certification |

**Digital Scans**

The Department of History & Archives provides copies of images that are part of the growing Digital Collections for $1.00 per image. (These are typically scanned in TIFF format at 300 dpi to CD.)

For scans of original records (not among the Digital Collections), or requests that require re-scanning to a different size or at a higher resolution, the cost is $10.00 per scan.

**Electronic records and documentation**

Fees for copies of electronic records vary, because they are based on cost of storage medium plus any additional cost of data extraction or other special programming. Copies of agency-produced documentation will be supplied at the standard fees for photocopies, listed above, or at the cost of reproduction.

**General Information**

This general fee schedule applies to copy orders received from State government agencies and offices (including the legislative and judicial branches), local governments, and the general public.

No self-service photocopying is available except for photocopies made from microforms (microfilm, microfiche, or aperture cards).

Pre-payment is required for all copy orders, except for orders by State government agencies and offices. (Local governments may submit purchase orders.) Checks and money orders should be made payable to "Montgomery County Department of History & Archives." (Do not send cash.) Minimum mail or phone order charge is $1.00.

Copy orders are filled as soon as possible. Large orders may be subject to delay because of other demands on staff and equipment time.

The Montgomery County Department of History & Archives will not make copies of records containing information restricted by law, except for legally-authorized purposes.

The Montgomery County Department of History & Archives will not make photocopies (electrostatic) of fragile original documents, when copying may damage the documents.

Researchers may photograph documents with their own cameras, subject to Department of History & Archives’ restrictions on handling fragile materials.

Copies will be sent by first-class mail unless the customer makes other arrangements. Customers may request shipment of copies by express, at customer expense. Copies may be picked up at the Montgomery County Department of History & Archives. Facsimile (FAX) service is not available.

**Saving a digital image of Dept. of History & Archives material:**

* Digital images of Dept. of History & Archives materials made using History & Archives equipment must be saved to CDs or flash drives (aka USB drives, jump drives, thumb drives, or travel drives)
* CDs must be purchased from History & Archives. CDs are $2 per CD.
* Customers may use their own flash drive, **but** the flash drive **must** be scanned by History & Archives staff for viruses before its used on any History & Archives equipment.

Inquiries about copying fees and requests for copies should be directed to:

**Montgomery County Department of History & Archives**  
Old Courthouse, 9 Park St.  
PO Box 1500  
Fonda, NY 12068-1500  
Phone: (518) 853-8186  
Fax: (518) 853-8392  
E-mail: [kfarquhar@co.montgomery.ny.us](mailto:kfarquhar@co.montgomery.ny.us)