

DEPARTMENT OF PERSONNEL AND ADMINISTRATION

Executive Director of Department of Personnel and Administration

STATE ARCHIVES ADMINISTRATIVE RULE

1 CCR 109-2

~~[Editor's Notes follow the text of the rules at the end of this CCR Document.]~~

~~Rule 1. Fees for the Office of the State Archives~~

~~A. Pursuant to per §24-80-102 (10), C.R.S. (2011), the Office of the State Archives is charged with collecting fees for information, research and retrieval requests. The fee schedule is outlined below.~~

~~SERVICE~~

~~Rate~~

~~1. RESEARCH FEE (Flat rate of \$20.00).~~

~~\$20.00~~

~~2. CERTIFICATION OF RECORD~~

~~\$10.00~~

~~3. LEGISLATIVE HISTORY — ANALOG TO DIGITAL
MIGRATION~~

~~\$50.00~~

~~4. LEGISLATIVE HISTORY — DIGITAL TO DIGITAL
DUPLICATION~~

~~\$8.00~~

~~5. PHOTOCOPIES/ EMAILED DOCUMENTS/ FAXED
DOCUMENTS~~

~~\$1.00~~

~~6. NOTARY SERVICES~~

~~\$5.00~~

~~7. SPECIAL RUN /RUSH FEE~~

~~\$50.00~~

~~8. MICROFILM TEMPORARY LOAN~~

~~\$5.00~~

~~9. PERSONAL CAMERA USE~~

~~\$10.00~~

~~10. OTHER SERVICES NOT LISTED~~

~~TIME/RESOURCE COST BASIS~~

~~Rule 2. Subscription Based Fee~~

~~A. The Office of the State Archives, in an effort to enhance customer service and simplify accounting, will offer a subscription based fee option for high volume customers. Annual subscription based fees will begin at \$5,000 per fiscal year. All available services would be provided under the subscription fee.~~

~~B. Annual subscription based fees will increase in \$1,000 increments after the first \$5,000.~~

~~C. The Office of the State Archives will assess the services provided under the subscription fee to actual published rates to determine if the subscription fee is reasonable.~~

~~1. If the published rates for the services provided to the client under the subscription fee are determined to be 15% or above the subscription fee rate, the Office of the State Archives will notify the customer that the \$1,000 incremental increases will be necessary to complete any outstanding work.~~

~~2. The Office of the State Archives retains the right to cancel services at any time that the amount of services provided unreasonably exceeds the subscription cost.~~

~~D. The subscription based fee is non refundable.~~

~~E. The Office of the State Archives retains the right to cancel services at any time that the amount of services provided unreasonably exceeds the subscription cost.~~

Editor's Notes

~~Entire rule emer. rule eff. 07/02/2013.~~

~~Entire rule eff. 10/15/2013.~~

Repealed 7/1/2015

