

**§ 1258.8**

(4) When the reproduction of not more than one copy of a document is for a person who has been required to furnish a personal document to the Government (*e.g.*, a birth certificate required to be given to an agency where the original cannot be returned to the individual).

**§ 1258.8 Who pays to have a copy negative made?**

Requests for photographs of materials for which no copy negative is on file are handled as follows:

- (a) The customer is charged to make the copy negative, except in cases where NARA wishes to retain the negative for its own use.
- (b) When no fee is charged the negative becomes the property of NARA. When a fee is charged the negative becomes the property of the customer.

**§ 1258.10 What is NARA's mail order policy?**

- (a) There is a minimum fee of \$15.00 per order for reproductions that are sent by mail to the customer.
- (b) Orders to addresses in the United States are sent either first class or UPS depending on the weight of the order and availability of UPS service. When a customer requests special mailing services (such as Express Mail or registered mail) and/or shipment to a foreign address, the cost of the special service and/or additional postage for foreign mail is added to the cost of the reproductions.

[65 FR 60866, Oct. 13, 2000, as amended at 72 FR 46148, Aug. 17, 2007]

**§ 1258.12 NARA reproduction fee schedule.**

- (a) Certification: \$15.00.
- (b) Electrostatic copying (in order to preserve certain records that are in poor physical condition, NARA may restrict customers to photographic or

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other kinds of copies instead of electrostatic copies):

Service	Fee
Paper-to-paper copy made by the customer on a NARA self-service copier in the Washington, DC, area .....	\$0.25
Paper-to-paper copy made by the customer on a NARA self-service copier outside the Washington, DC, area (regional archives and Presidential libraries) .....	0.20
Paper-to-paper copy made by NARA .....	0.75
Paper-to-paper copy made by NARA for full Civil War pension files (NATF Form 85) beyond the first 100 pages .....	0.65
Microfilm-to-paper copy made by the customer on a NARA self-service copier .....	0.50

(c) Unlisted processes: For reproductions not covered by this fee schedule, see also §1258.4. Fees for other reproduction processes are computed upon request.

[72 FR 46148, Aug. 17, 2007]

**§ 1258.14 What is NARA's payment policy?**

- (a) *Form of payment.* Fees may be paid in cash, by check or money order made payable to the National Archives Trust Fund, or by selected credit cards. Payments from outside the United States must be made by international money order payable in U.S. dollars or a check drawn on a U.S. bank.
- (b) *Timing.* Fees must be paid in advance except when the appropriate director approves a request for handling them on an account receivable basis. Purchasers with special billing requirements must state them when placing orders and must complete any special forms for NARA approval in advance.

**§ 1258.16 Effective date.**

The fees in this part are effective on October 1, 2007. If your order was received by NARA before this effective date, we will charge the fees in effect at the time the order was received.

[72 FR 46148, Aug. 17, 2007]