

Reproduction Fees and Services

| Reproduction Fees | |
|---|------------------------|
| Photocopying and printing (b&w) | \$0.35 per page |
| Photocopying and printing (colour) | \$0.50 per page |
| Scanned electronic copy of a paper record (b&w or colour) | \$0.50 per page |
| Digitization of audio recording | \$11.25 per audio file |
| Scanned image (each) | \$20.75 |
| Tax Searches Fees | |
| Searches ranging from 1 to 5 years | \$33.75 |
| Each year greater than 5 years | \$8.00 |
| Mail Orders | |
| Mail Orders (postage and handling) | \$8.00 |
| Research Service Fee | |
| Commercial Research Service Fee | \$51.75 per hour |

Fees above do not include applicable taxes

Prices as of January 1, 2023

(Bylaw 10398)

Payment and Ordering

All orders must be pre-paid. Payments can be made in cash, credit/debit card, or by money order or cheque made payable to the City of Richmond Archives. Photograph reproduction orders cannot be processed until fees and a signed **Conditions of Use Agreement** have been received by the City of Richmond Archives.

Service Time

Orders for scanned images take between six and ten business days. Rush orders available at additional cost.

Notes

Discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.

Careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is a possibility that an original record could be damaged during the copying process.