

STATE ARCHIVES TARIFFS

Applicable from 1 January 2025

As the State Archives is not liable to VAT, all prices are net prices.

A. Reading room

Access	: free
Copy of Reader Card	: € 6.30

B. Document copies

1. Ordering copies in the reading room

a) Digital copies

- Digital copy of an original document (max. format A3) : € 0.63 / page
- Copy of existing digital file
(map, plan or poster) : € 6.30 / file

b) Prints

- A4 copy, black & white : € 0.75 / page
- A4 copy, colour : € 1.25 / page

- *Research is carried out by the reader himself/herself in the reading room.*
- *All digital copies are delivered via Internet as JPG files with 300 DPI resolution and in greyscale or colour.*
- *The production of digital copies and prints is subject to the availability of personnel and reading room equipment.*
- *Documents can be photographed free of charge if done without flash by the reader or by a professional photographer and in accordance with the reading room rules.*
- ***All other requests handled on order (see below).***

2. Ordering copies online

2.1. Fixed prices for basic research include:

- Digital copy of original (paper) document of 1 to 10 pages maximum in format A4 or A3
- Or digital copy of an existing file
- Administrative order processing and research fee (maximum 30 minutes)
- Invoicing
- Delivery via Internet

a) Research and copy of digital document

Map / plan / poster : € 19.00 per item

Other documents : € 12.50 per item

b) Research and copy of original (paper) document

Per document : € 50.30

2.2. Additional charges

- Original A4 or A3 document exceeding 10 pages : € 0.63 / additional page
- Fee for research exceeding 30 minutes : € 75.50 / hour
Charged per quarter hour begun
- A4 print, black & white : € 0.75 / page
- A4 print, colour : € 1.25 / page
- A3 print, black & white : € 1.50 / page
- A3 print, colour : € 2.50 / page
- Copy on CD-ROM or DVD : € 12.50 per CD-ROM or DVD
- Shipping : at cost price

- *All digital copies are delivered via Internet as JPG files with 300 DPI resolution and in greyscale or colour.*
- ***All other types of copies (microfilm, film, digital audio files, other formats, other resolutions, etc.) not mentioned here are made on order.***

C. Research of information without production of copies

The research fee for sole information gathering purposes is € 75.50 per hour and charged per quarter hour begun.

D. Usage fee

1. Print or digital **publication** : € 37.70 / illustration

2. **Broadcast, Film or report** via television, radio, multimedia platform, website or cinema : € 62.90 / illustration

Usage fees are not due for scientific and non-commercial publications if authorised beforehand by the State Archives and if a free copy of the publication is delivered to the State Archives.

Usage fees do not exempt from paying applicable **copyright royalties**.

E. Archives conditioning

1. Conditioning in acid-free boxes and folders, and labelling (materials and labour costs included): € 88.00 / linear metre (measured before conditioning).
2. Conditioning in acid-free boxes and folders, and labelling, per linear metre, and drafting of archives inventory (materials and labour costs included) : € 188.60 /linear metre (measured before conditioning).
3. Standard size labels (105x70 mm for archive boxes and 70x42 mm for archive folders) with a minimum of 100 labels per order: € 0.12 / label.
4. Removing mould from records: on quotation, only for administrations under the archival supervision of the State Archives.
5. Use of State Archives lorry including driver and conveyor
 - per day : € 1,257.00
 - per half day : € 629.00

F. Renting event spaces

The State Archives rents several event spaces for workshops, receptions, meetings, training, exhibitions, etc. Our website www.arch.be (under the tab Practical Information / Room rentals) provides a detailed list of event spaces for rent and contact details for quotations, technical information and availability.

G. Guided tours

Guided tour of a State Archives repository : € 100.50 / hour
([upon reservation](#) at the repository in question; groups of 20 persons maximum)

H. Other services

All other services not included in the present tariffs may only be provided on the basis of an estimate.

I. Reminder fee

Payments are due within 30 calendar days after the request for payment was sent. A reminder is sent after that period if no payment has been made. A new reminder will be sent every month if this first reminder receives no reaction.

Payment reminder fee : € 12.58 / reminder.