

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	\$10.50 per audio file
Scanned image (each)	\$19.75
Tax Searches Fees	
Searches ranging from 1 to 5 years	\$32.00
Each year greater than 5 years	\$7.50
Mail Orders	
Mail Orders (postage and handling)	\$7.50
Research Service Fee	
Commercial Research Service Fee	\$49.25 per hour

Prices above do not include applicable taxes.

Prices as of January 1, 2020.

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.