



Archives (Discretionary Service Charges) Determination 2023

I, Simon Froude, Director-General of the National Archives of Australia, make the following determination.

Dated: 20 July 2023

Simon Froude
Director-General of the National Archives of Australia

Contents

1 Name 1	
2 Commencement	1
3 Authority	1
4 Definitions	1
5 Schedules	2
6 Charges for discretionary services	2
Schedule 1—Repeals	6
<i>Archives (Discretionary Service Charges) Determination 2021</i>	6
<i>Archives (Discretionary Service Charges – Agency Digitisation) Determination 2021</i>	6

1 Name

This is the *Archives (Discretionary Service Charges) Determination 2023*.

2 Commencement

This instrument commences on 11 September 2023.

3 Authority

This instrument is made under section 69A of the *Archives Act 1983*.

4 Definitions

In this instrument:

Act means the *Archives Act 1983*.

AQP is Archival Quality Testing.

audio-visual format means any item in audio, video, motion picture film or motion picture film sound format.

audio-visual title means a core descriptive record that represents, in part or whole, the contents of an individual production, program or recording in either its original form or a variation of its original form.

corporate Commonwealth entity has the same meaning as in paragraph 11(a) of the *Public Governance, Performance and Accountability Act 2013*.

GST has the same meaning as in section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999*.

item is the smallest discrete unit used by the Archives to describe a record in a series for purposes related to the care, management, transfer or retrieval of the record; for audio-visual records, multiple items may be required to make up a complete audio-visual title.

Example: For paper files:

- (a) if the file is divided into parts—each of the parts is a separate item; and
- (b) if the file is not divided into parts—the file is a single item.

For photographic formats:

- (c) if the photographic format is a negative film strip – the individual frame is a separate item

For all audio-visual formats:

- (d) if the audio-visual title is comprised of different parts with separate image and sound – each of the parts is a separate item; and
- (e) if the audio-visual title is comprised of different parts due to length – each of the parts is a separate item.

large file means a paper file of 101 to 400 pages.

motion picture film means acetate, nitrate or polyester photographic film base where image only is recorded for the purpose of continuous playback.

motion picture film sound means magnetic film base or acetate, nitrate or polyester photographic film base with recorded sound only.

mute means that synchronised recorded sound is not available for the image.

National Archives means National Archives of Australia

non-corporate Commonwealth entity has the same meaning as in paragraph 11(b) of the *Public Governance, Performance and Accountability Act 2013*.

PAT is the Photographic Activity Test.

set means the combination of motion picture film and separate motion picture film sound for the purpose of synchronised playback of image and sound.

silent means that synchronised recorded sound was never produced for the image.

small file means a paper file of 10 pages or less.

small-medium file means a paper file of 11 to 50 pages.

soundtrack means an optical or magnetic stripe of audio printed on the same piece of film as the image.

standard file means a paper file of 51 to 100 pages.

standard motion picture film means a motion picture film with soundtrack, or is mute or silent.

very large file means a paper file of over 400 pages.

video means any open reel, cassette or cartridge where the content is moving image and / or sound recorded on magnetic tape.

5 Schedules

Each instrument that is specified in a Schedule to this instrument is amended or repealed as set out in the applicable items in the Schedule concerned, and any other item in a Schedule to this instrument has effect according to its terms.

6 Charges for discretionary services

For section 69A of the Act, the amount or rate of charge for a discretionary service provided to a Commonwealth institution mentioned in an item in the following table is the amount or rate of charge set out in that item, applying to the Commonwealth institution as follows:

- a) “Amount or rate of charge (GST exclusive)”: applies to non-corporate Commonwealth entities.
- b) “Amount or rate of charge (GST inclusive)”: applies to corporate Commonwealth entities.

Charges for storage services

Item	Discretionary service	Amount or rate of charge (GST exclusive)	Amount or rate of charge (GST inclusive)
1	The storage, control, access, preservation or disposal, of the records of the person under an arrangement between the Archives and the person	an amount equal to, or less than, the cost of providing the service	an amount equal to, or less than, the cost of providing the service
2	The description, barcoding, boxing and reconciliation work applied to records not described and/or appropriately housed when transferred to Archives custody	an amount equal to, or less than, the cost of providing the service	an amount equal to, or less than, the cost of providing the service
3	Sentencing of records	\$317.44 per shelf metre of records	\$349.18 per shelf metre of records
4	Research assistance conducted by a staff member	\$82.50 per hour	\$90.75 per hour
5	Transporting records to the Archives	an amount equal to, or less than, the cost of providing the service	an amount equal to, or less than, the cost of providing the service
6	Serviced storage of records in air-conditioned storage	\$39.56 per shelf metre of records	\$43.52 per shelf metre of records
7	Supplying archival containers for the storage of records	an amount equal to, or less than, the cost of providing the archival containers	an amount equal to, or less than, the cost of providing the archival containers
8	Searching outside normal business hours for a record	\$307.28 incl. 1 hour of searching, plus \$153.64 per hour thereafter	\$338.01 incl. 1 hour of searching, plus \$169.00 per hour thereafter
9	Bulk withdrawal and/or destruction of records other than for sentencing	\$11.64 per shelf metre of records	\$12.80 per shelf metre of records
10	Transfer accessioning services	\$317.44 per shelf metre of records	\$349.18 per shelf metre of records

Charges for digitisation services			
Item	Discretionary service	Amount or rate of charge (GST exclusive)	Amount or rate of charge (GST inclusive)
Paper files			
11	Digitisation charge for small (< 11 pages) file	\$38.08 per file	\$41.89 per file
12	Digitisation charge for small-medium (11-50 pages) file	\$47.29 per file	\$52.02 per file
13	Digitisation charge for standard (51-100 pages) file	\$81.25 per file	\$89.38 per file
14	Digitisation charge for large (101-400 pages) file	\$223.09 per file	\$245.40 per file
15	Digitisation charge for very large (> 400 pages) file	an amount equal to, or less than, the cost of providing the service	an amount equal to, or less than, the cost of providing the service
Discrete individual items			
16	Digitisation charge for original item under A3	\$120.78 per item	\$132.86 per item
17	Digitisation charge for original item over A3	\$192.01 per item	\$211.21 per item
Audio-visual items			
18	Digitisation charge for audio item	\$112.51 per item	\$123.76 per item
19	Digitisation charge for video item	\$190.05 per item	\$209.06 per item
20	Digitisation charge for standard motion picture film	\$495.26 per item	\$544.79 per item
21	Digitisation charge for motion picture film items with separate motion picture film sound item	\$746.84 per set	\$821.52 per set
Delivery media and postage			
22	Delivery media	an amount equal to the cost of providing the delivery media	an amount equal to the cost of providing the delivery media
23	Postage	an amount equal to the cost of posting the delivery media	an amount equal to the cost of posting the delivery media

Charges for discretionary services			
Item	Discretionary service	Amount or rate of charge (GST exclusive)	Amount or rate of charge (GST inclusive)
Certification and copying			
24	Certification of true copy up to 10 pages (domestic postage)	\$42.64 per item	\$46.90 per item
25	Certification of true copy up to 10 pages (overseas postage)	\$58.38 per item	\$64.22 per item
26	Certification of true copy per page over 10 pages	\$5.23 per page	\$5.75 per page
27	B&W photocopy A4/A3	\$1.41 per page	\$1.55 per page
28	Colour photocopy A4/A3	\$1.91 per page	\$2.10 per page
29	Self-service printing from RecordSearch	\$1.41 per page	\$1.55 per page
Materials Testing			
30	Photographic activity test (incl. 2 samples)	\$874.87 per test	\$962.36 per test
31	Photographic activity test (additional samples)	\$569.33 per test	\$626.26 per test
32	Alkaline reserve or pH test (incl. 2 samples)	\$555.12 per test	\$610.63 per test
33	Alkaline reserve or pH test (additional samples)	\$351.84 per test	\$387.02 per test
34	Fibre furnish or tear resistance test (incl. 2 samples)	\$361.77 per test	\$397.95 per test
35	Fibre furnish or tear resistance test (additional samples)	\$197.55 per test	\$217.31 per test
Other Professional Services			
36	Offsite professional training	an amount equal to, or less than, the cost of providing the service	an amount equal to, or less than, the cost of providing the service
37	Assisted use of specialist equipment	\$168.09 per hour	\$184.90 per hour

Schedule 1—Repeals

Archives (Discretionary Service Charges) Determination 2021

1 The whole of the instrument

Repeal the instrument

Archives (Discretionary Service Charges – Agency Digitisation) Determination 2021

1 The whole of the instrument

Repeal the instrument