

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

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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:

1. “Amount or rate of charge (GST exclusive)”: applies to non-corporate Commonwealth entities.
2. “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

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Repeal the instrument