

TRANSMITTAL SHEET FOR
NOTICE OF INTENDED ACTION

Control _____ Department or Agency Alabama Dept of Archives & History

Rule No. Chapter 110-X-1

Rule Title: General Rules

_____ New Amend _____ Repeal _____ Adopt by Reference

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? No

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? No

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved and, if so, to what degree? Yes, To help defray expense incurred in providing services

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule? No

Are all facets of the rulemaking process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? No

Does the proposed action relate to or affect in any manner any litigation which the agency is a party to concerning the subject matter of the proposed rule? No

Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Services Agency.

Signature of certifying officer STEVE WHEAT

Date 19 Jun 2018

(DATE FILED)
(STAMP)

Alabama Dept. of Archives and History
624 Washington Avenue
Montgomery, Alabama 36130

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Dept. of Archives and History

RULE NO. & TITLE: CHAPTER 110-X-1, GENERAL RULES

INTENDED ACTION: Amended

SUBSTANCE OF PROPOSED ACTION: Update departmental fees.

TIME, PLACE, MANNER OF PRESENTING VIEWS: A copy of the proposed changes will be made available upon request for public review at the Alabama Dept. of Archives and History, 624 Washington Avenue, Montgomery, AL 36130, from June 29, 2018 - August 3, 2018, Monday - Friday, between the hours of 8:30 a.m. - 4:30 p.m.

Written comments concerning these changes are welcome and should be mailed to the Administrative Division Director, Alabama Dept. of Archives and History, 624 Washington Avenue, Montgomery, AL 36130. All written comments will be available for review by the public during normal business hours at the above address.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: August 3, 2018

CONTACT PERSON AT AGENCY: STEVE WHEAT
(Signature of officer authorized to promulgate and adopt rules or his or her deputy)

ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY
ADMINISTRATIVE CODE

CHAPTER 110-X-1
GENERAL RULES

TABLE OF CONTENTS

110-X-1-.01	Description Of Alabama Department Of Archives And History
110-X-1-.02	Adoption, Amendment, And Repeal Of Rules
110-X-1-.03	Departmental Access Policies
110-X-1-.04	Departmental Fees

110-X-1-.01 Description Of The Alabama Department Of Archives And History.

(1) The mission of the Alabama Department of Archives and History is to tell the story of the people of Alabama by preserving records and artifacts of historical value and promoting a better understanding of Alabama history.

(2) Contact of Agency: To obtain information or to make submissions or requests, contact the Director of the Alabama Department of Archives and History, 624 Washington Avenue, PO Box 300100, Montgomery, Alabama 36130-0100, Telephone (334) 242-4435.

Author: Clara Jehle, Administrative Analyst

Statutory Authority: Code of Ala. 1975 ,

§41-6-1. **History:** **New Rule:** Filed January 22, 2007; effective February 26, 2007.

110-X-1-.02 Adoption, Amendment, And Repeal Of Rules. A petition requesting the adoption, amendment, or repeal of a rule must be submitted in writing to the office of the Director of the Alabama Department of Archives and History. Each written petition shall state with particularity facts sufficient to show the person seeking relief is substantially affected by the rule. Each petition will be reviewed and presented to the Board of Trustees of the Alabama Department of Archives and History for consideration and disposition at the next scheduled Board

~~All researchers will be charged for the cost of copies at the rate of twenty-five cents (.25) per page. The rate for prints produced from microfilm will be charged at the rate of fifty cents (\$.50) per page.~~

(a) Self-service photocopy machine and pages printed on the research room printer from the public access computers at the rate of ten cents (\$.10) per page.

(b) Documents photocopied or scanned by department staff on photocopier at the rate of twenty-five cents (\$.25) per page.

(c) Self-service microfilm printer copies at the rate of twenty-five (\$.25) per page.

(d) Self-service microfilm images saved to USB drive - no charge.

(e) 4G USB drives are available for sale at the rate of eight-dollars (\$8.00) per drive.

(f) Documents that require overhead scanning by department staff at the rate of one-dollar (\$1.00) per page.

~~(3) Interlibrary Loan Borrowing Fees. Copies of newspapers on microfilm can be borrowed from the ADAH by other libraries through the Interlibrary Loan program provided the user pays a fifteen-dollar (\$15.00) borrowing fee. All borrowing fees must be prepaid.~~

(3) Photographic Copying, Digitization, Reproduction, and Commercial Use Fees.

(a) Photographs on CD - \$15.00 per image Digital Files

1. Images - \$10.00 per image

2. Video - \$20.00 per video file

3. Audio - \$20.00 per audio file

(b) Print production Fee (Matte Finish) Photographic Prints

1. Up to 5 x 7 - \$10.00 per image

2. Up to 8.5 x 11-\$20.00 per image

3. Up to 13 x 19-\$30.00 per image

(c) Research fees may apply if no file name is provided and the location any material is unknown.

1. Alabama resident-\$15.00 research fee.

2. Non-Alabama resident-\$25.00 research fee.

(d) Alabama Media Group Images

1. Order with image identification number-\$10.00 per image.

2. Order with no image identification number-\$20.00 per half hour research fee. This includes the scanning of one image. The charge for additional images that require scanning is \$20.00 per image.

1. 8 x 10 or smaller-\$15.00

2. 11 x 14-\$28.00

3. 16 x 20-\$50.00

(c) Copy negative for larger than 11 x 14-\$ 10.00

(d) Rush Order-\$50.00 per image

(e) Commercial Use Fee. In cases in which the department holds copyright to an image-\$50.00 per image. If the department does not have copyright, there is not a commercial use fee.

(f) Copyright Disclaimer. The Alabama Department of Archives and History does not claim to control all rights of reproduction for all materials in its collections. The publishing party assumes all responsibility for clearing reproduction rights and for compliance with the U.S. Copyright Code. Commercial use fee for reproduction rights- \$100.00 per image

Note: The fee for reproduction rights for not-for-profit or educational use is waived.

(54) Microfilm Duplication Fees. A flat rate of forty dollars (\$40.00) per roll is charged to purchase microfilm.

(65) Additional information about research room fees and procedures concerning obtaining copies can be found on the department's web site at www.archives.alabama.gov.

~~Author: Clara Jehle, Administrative Analyst~~

~~Statutory Authority: Code of Ala. 1975, §41-6-1.~~

~~History: New Rule: Filed January 22, 2007; effective February 26, 2007.~~

(76) ~~Facilities Fees~~ Facilities Use Fees.

Professional organizations, historical organizations, state agencies, and civic groups may use ADAH facilities for board meetings, workshops, training sessions, and seminars when these spaces are not being used for department-related purposes. Events at the Archives must be compatible with the institution's historical charter. The facility is not available for private social events such as weddings.

(a) Basic Fee for Equipment Use - \$150.00

(b) Facilities Fee Schedule (For-profit organizations).

1. Joseph M. Farley Auditorium-\$450.00 (<4 hrs), \$700.00 (4-8 hrs), during weekday business hours.

2. Joseph M. Farley Auditorium-\$800.00 (<4 hrs) \$1300.00 (4-8 hrs), after-hours and weekends.

3. Milo B. Howard Auditorium-\$350.00 per day, during weekday business hours.

4. Milo B. Howard Auditorium-\$600.00 after-hours and weekends.

5. E.E. Hale Room-Not Available during weekday business hours.

6. E.E. Hale Room-\$1,000.00 after-hours and weekends.

7. Regions Room-\$350.00 per day, during weekday business hours.

8. Regions Room-Not Available after-hours and weekends.
 9. Judge Walter B. Jones Room-\$300.00 per day, during weekday business hours.
 10. Judge Walter B. Jones Room-Not Available after-hours and weekends.
 11. Lobbies & Milo B. Howard Auditorium-\$2,100.00 after-hours and weekends.
 12. 1st and 2nd Floor Lobbies, Milo B. Howard Auditorium, and access to museum galleries, \$3,000.00 after-hours and weekends.
- (c) Facilities Fee Schedule (Not-for-Profit organizations).
1. Joseph M. Farley Auditorium-\$300.00 (<4 hrs), \$400.00 (4-8 hrs), during weekday business hours.
 2. Joseph M. Farley Auditorium-\$600.00 (<4 hrs) \$800.00 (4-8 hrs), during weekday business hours.
 3. Milo B. Howard Auditorium-\$225.00 per day, during weekday business hours.
 4. Milo B. Howard Auditorium-\$350.00 after-hours and weekends.
 5. E.E. Hale Room-Not Available during weekday business hours.
 6. E.E. Hale Room-\$500.00 after-hours and weekends.
 7. Regions Room-\$250.00 per day, during weekday business hours.
 8. Regions Room-Not Available after-hours and weekends.
 9. Judge Walter B. Jones Room-\$200.00 per day, during weekday business hours.

10. Judge Walter B. Jones Room-Not Available after-hours and weekends.

11. Lobbies & Milo B. Howard Auditorium-\$1,600.00 after-hours and weekends.

12. 1st and 2nd Floor Lobbies, Milo B. Howard Auditorium, and access to museum galleries, \$2,500.00 after-hours and weekends.

(d) At the discretion of the Director of the ADAH, facilities use fees may be waived for professional organizations, state agencies, or civic groups whose purpose is to promote the history of Alabama or whose event otherwise complements the mission of the ADAH.

(e) Additional information about facilities fees and facility rental guidelines can be found on the department's web site at www.archives.alabama.gov.

(7) Traveling Backpacks and Trunks. The ADAH makes available Traveling Backpacks and Trunks for Alabama teachers to borrow in order to supplement the classroom learning experience. Each backpack and trunk corresponds with the Alabama Course of Study: Social Studies, and includes an assortment of learning tools. Traveling Backpacks and Trunks are available to teachers for one week from Friday to Friday.

(a) Traveling Backpacks and Trunks Fees.

1. Traveling Backpacks-\$10.00

2. Traveling Trunks-\$50.00

(b) Additional information about Traveling Backpacks and Trunks guidelines can be found on the department's web site at www.archives.alabama.gov.

Author: Clara Jehle, Administrative Analyst; Steve Wheat, Administrative Division Director

Statutory Authority: Code of Ala. 1975 , §41-6-1.

History: New Rule: Filed January 22, 2007;
amended ; effective