



2023 Fee Schedule for City of Regina Archives

The City of Regina Archives reserves the right to refuse reproduction of material if the process in any way would endanger the physical condition of the material.

All fees are assessed and will be provided to the person requesting material in the form of a fee estimate prior to working on the request. The City may require, at its discretion, for 50% of the assessed fees to be paid prior to work beginning on the request. The City may waive fees at its discretion.

Shipping and Handling

In Canada shipping/ handling	\$10.00/ delivery
Outside of Canada shipping and handling	\$15.00 / delivery
Courier handling	Courier cost

Reproductions

Photocopies of letter, legal or ledger sized materials	\$0.50/page
Large format materials scanning (architectural drawings, plans, maps, panoramic photographs, oversize photographs)	\$30.00/page
Photograph scanning	\$15.00/image
Digitized or born digital special media (MP3, MP4, etc)	\$15.00/file
Non-digitized special media	Contracted out. Clients must pay contractor directly

2023 Fee Schedule for City of Regina Archives (continued)

Media Storage Devices

USB flash drive	\$10.00/USB
City-approved cloud sharing	Free

Research Services and Fees

First hour of research or document preparation	Free
Each half-hour of research or document preparation thereafter	\$15
Accelerated research/document preparation/scanning	100% image fee surcharge for same-day requests
Special request surcharge	Subject to City Clerk approval

Due to time constraints on staff, the City may impose a cap of 2 hours to research services at its discretion. If more extensive research is required, a user may visit the Archives in person or consider hiring a professional researcher.

Prices do not include GST or PST so these taxes will be added to the prices above. Orders are shipped by regular Canada Post unless other arrangements have been made.