

1.1.2011

1 (5)

DOCUMENTS SUBJECT TO PUBLIC LAW

ENQUIRIES FOR OFFICIAL USE

EUR

1. CERTIFICATE

when using up to two documents from one record creator	20.00/page
when using more than two documents from one record creator	23.00/page
when using documents from more than one record creator	30.00/page

2. COPIED, CERTIFIED FACSIMILE

first page	15.00
each following page	2.60

3. CERTIFIED, REWRITTEN FACSIMILE,
EXCERPT OR EXTRACT

Per page	27.00
----------------	-------

(As for additional pages, a page with a minimum of 10 rows will be considered a new page.)

The price for documents in other languages than Finnish or Swedish
is double the normal price.

4. DETAILED EXTRACT FROM THE POPULATION REGISTER FROM THE DOCUMENTS
OF PARISHES THAT ARE OR HAVE BEEN OPERATING IN FINLAND

concerning the information of one person, their spouse, parents and children	14.00
generations listed in addition to the previous	7.50
a single piece of information concerning one person.....	7.50

DECISIONS BASED ON THE PERSONAL DATA ACT 148.00

DECISION ON ELECTRONIC ARCHIVAL..... 650.00

NOTES

*Prices are based on Decree 1294/2010 set out by the Ministry of Education and Culture.
Reports mailed or faxed to customers in Finland are not subject to postage or bank service fees.
Customers will be charged for additional postage services (e.g. COD).*

1.1.2011

2 (5)

DOCUMENTS SUBJECT TO PUBLIC LAW**INTERLIBRARY LOANS**

	Handling fee EUR
Microfilm rolls	
- 1–3 rolls	11.00
- 4–5 rolls	15.00
Microfilm cards	
1–500 cards	13.00

- If both rolls and cards are included in the same delivery, the handling fee is EUR 24.00.

Documents

(bindings, folders, acts)

- Maximum weight for deliveries is 30 kg divided into packages of up to 15 kg which will be charged as separate packages.

- Postage and registration fees will be charged according to the Itella price list.

- Handling 11.00

Freight shipments:

Handling 11.00

(Freight fees will be charged by the transport company.)

The minimum fee for interlibrary loans delivered outside of Finland is EUR 13.00.

Interlibrary loans of microfilm will be delivered through the most inexpensive delivery method, that is, film rolls as Maxi Letters (thickness at least 30 mm) or as regular parcels. Film cards will be delivered as letters, Maxi Letters or parcels. The maximum quantities for international deliveries are 4 rolls or 300 cards per delivery.

Customer invoicing for deliveries within the National Archives Service will be handled by the unit receiving the delivery (ordered), and for deliveries outside the National Archives Service by the sending unit.

NOTES

Prices are based on Decree 1294/2010 set out by the Ministry of Education and Culture.

The delivery time for interlibrary loans is one month, apart from loans subject to queues.

DOCUMENTS SUBJECT TO THE ACT ON THE OPENNESS OF GOVERNMENT ACTIVITIES**Direct paper copy of a document (photocopier or multifunction device)****in size A4–A3**

	EUR/excl. tax	EUR/incl. tax
A4 (bw)	0.53	0.65
A3 (bw)	1.06	1.30
Minimum fee for mailed deliveries.....	6.50.....	8.00

NOTES

*Prices are based on Decree 1294/2010 set out by the Ministry of Education and Culture.
Delivery time for services in this price list is two weeks. Large orders will be agreed on separately.
Customers will be charged for additional postage services (e.g. COD).
For international deliveries, postage fees will be charged in addition to facsimile fees.*

BUSINESS DOCUMENTS/FACSIMILE SERVICE

PAPER FACSIMILIES

**1. Direct paper copy of a document
in size A4–A0**

EUR/excl. tax EUR/incl. tax

Monochrome copies: price list page 3

A4 (colour).....	2.89.....	3.55
A3 (colour).....	5.61.....	6.90
A2 (bw) (Mikkeli Provincial Archives).....	8.13.....	10.00
A1 (bw) (Mikkeli Provincial Archives).....	9.19.....	11.30
A0 (bw) (Mikkeli Provincial Archives).....	10.41.....	12.80
Minimum fee for mailed or e-mailed documents	6.50.....	8.00

**2. A paper copy or file of a bound document, map, drawing or photograph (photographed
with a digital camera in size A4–A3, with an original document size of up to A2**

A4/bw (copy paper).....	2.44.....	3.00
A3/bw (copy paper).....	3.25.....	4.00
File (delivered on electronic media or by e-mail).....	2.44.....	3.00
CD or DVD media	1.63.....	2.00
Minimum fee for mailed or e-mailed documents	6.50.....	8.00

3. Paper copy of microfilm in size A4-A3

A4 self service.....	0.41.....	0.50
A4 service	0.81.....	1.00
A3 service	1.63.....	2.00

4. Paper copy of online material, A4..... 0.53.....0.65

DIGITAL FACSIMILES

5. Digitisation on electronic media (CD, DVD)

High quality (scanned), original document size up to A0 (National Archives)

Per file 14.84 18.25

Digitisation as hourly charged work as per an agreement

(including image processing).....31.30/hour....38.50/hour

- Minimum fee (equals to 15 minutes) 7.83.....9.63

CD or DVD media 1.63.....2.00

Prices include postage.

MICROFILM FACSIMILES

6. Microfilm copies

35/16 mm, off a roll of 30.5 m..... 53.66.....66.00

Mailed documents are subject to postage fees.

OTHER SERVICES

7. Externally commissioned work

Delivery to the archives24.39/hour....30.00/hour

NOTES*Prices of facsimile services are based on Decree 1294/2010 set out by the Ministry of Education and Culture.**Delivery time for services in this price list is two weeks. Enquiry work related to facsimile orders may extend delivery times. Large orders will be agreed on separately.**Customers will be charged for additional postage services (e.g. COD).**For international deliveries, postage fees will be charged in addition to facsimile fees.*

Prices are given both excluding and including tax (VAT 23%).

ENQUIRIES

If no other basis of payment has been set, fee for enquiries will be EUR 45.53/56.00 per hour. Minimum fee EUR 11.38/14.00 (15 minutes). Enquiries taking less than 15 minutes will be free of charge. Enquiries taking more than 15 minutes will be charged by every 15 minutes or fraction thereof.

TRAINING SERVICES

Prices are given in the *National Archives Service's training programme (Arkistolaitoksen koulutusohjelma)* published yearly on the home page of the National Archives Service. Pricing for other training is subject to agreement. Those who notify their cancellation less than one week before the beginning of a course will be charged 50% of the course fee. Those not attending a course without notification or an acceptable reason will be charged for the full course fee.

CONSULTATION SERVICES

Normal consultation EUR 65.04/80.00 per hour. Demanding consultation EUR 97.56/120.00 per hour. Travel, accommodation and other expenses will be charged separately. Consultation services always require an agreement.

CHARGEABLE ORGANISATION

EUR 29.35/36.10 per hour. Material fees will be charged separately.

CONSERVATION SERVICES

Fixed hourly fee EUR 32.52/40.00 plus material fees.

USE OF PREMISES

Archive premises:

Running price plus 10% charged according to area (m²) and management costs (electricity and cleaning). Basis for pricing may also be shelf-metre, in which case the area based costs will be divided by the number of shelf-metres in the area.

Auditorium, conference facilities or cafeteria:

National Archives EUR 284.55/350.00 per day.
- Half a day EUR 142.28/175.00.
Provincial Archives EUR 121.95/150.00 per day.
- Minimum fee EUR 65.04/80.00.

Place setting and transportation relating to services at Siltavuori
EUR 48.78/60.00.

GROUP PRESENTATIONS

Normal presentations are free of charge.

Special presentations (according to agreement made with the customer), fixed fee 65.04/80.00 per hour, on Saturdays EUR 81.30/100.00 per hour.

PUBLICATIONS

Prices can be found in the separate National Archives Service publication price list. Publications are subject to postage fees.

RESEARCH ROOM DELIVERIES OF MATERIALS IN CHARGEABLE STORAGE (STATE)

Charged a fee of EUR 11.00 per delivery. Invoicing is based on agreements.

NOTES

Prices are based on Decree 1294/2010 set out by the Ministry of Education and Culture. Customers will be charged for additional postage services (e.g. COD). Postage fees will be charged for enquiries sent abroad.