



MINISTER OF CULTURE OF THE REPUBLIC OF LITHUANIA

**ORDER
REGARDING AMENDMENT OF ORDER NO IV-425 OF THE
MINISTER OF CULTURE OF THE REPUBLIC OF LITHUANIA OF 8 JUNE
2011 ON THE APPROVAL OF THE PRICE LIST OF SERVICES PROVIDED
BY THE STATE ARCHIVES**

20 February 2017 No IV-377
Vilnius

I hereby a m e n d Order No IV-425 of the Minister of Culture of the Republic of Lithuania of 8 June 2011 on the Approval of the Price List of Services Provided by the State Archives, recasting it as follows:

**“MINISTER OF CULTURE OF THE REPUBLIC OF LITHUANIA
ORDER
REGARDING APPROVAL OF THE LIST OF PAID SERVICES PROVIDED BY
THE STATE ARCHIVES AND THEIR PRICE LIST, AND PROCEDURE OF PROVISION
THEREOF**

Pursuant to Article 8 of the Republic of Lithuania Law on Documents and Archives, and according to Recommendation No (1.13) VE-480 of the Chief Archivist of Lithuania of 4 October 2016,

I hereby a p p r o v e:

1. The list of paid services provided by the State Archives and their price list (attached);
2. The procedure of provision of paid services by the State Archives (attached).”.

Liana Ruokytė-Jonsson

Minister of Culture

APPROVED BY
 Minister of Culture of the Republic of Lithuania
 Order No IV-425 of 8 June 2011 (recast version of
 Order No IV-377 of the Minister of Culture of the
 Republic of Lithuania of 20 February 2017)

LIST OF PAID SERVICES PROVIDED BY THE STATE ARCHIVES AND THEIR PRICE LIST

Row No	Service	Measurement unit (b.d. – business days)	Rate (EUR)
1. DOCUMENT SEARCH			
1.1.	Search for documents stored in the State Archive, confirming:		
1.1.1	person's education (in one educational institution);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.1.2	person's aggregate working time, wages receives, other facts related to labour relations (at one workplace, search limit – 5 years);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.1.3	person's family composition, citizenship, place of residence, emigration for permanent residence abroad (one type of action, one location);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.1.4	person's (family) deportation, placement on the list of persons to be deported, forced displacement, displacement for forced labour (from one location);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.1.5	person's conviction, detention/imprisonment;	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.1.6	person's participation in the resistance movement, death, persecution (search limit – 10 years);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.1.7	decisions taken by the judicial institutions in respect of the person regarding a dissolution of marriage, division of assets, testament validity and other facts (one type of object, one institution, search limit – 5 years);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00

Row No	Service	Measurement unit (b.d. – business days)	Rate (EUR)
1.1.8	person's transactions and other actions certified or registered by a notary (except actions related to movable and immovable property) (one type of action, one location, search limit – 5 years);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.1.9	movable and immovable property owned by a person, transactions and other actions certified or registered by a notary related to movable and immovable property:		
1.1.9.1.	in 1919-1944 documents (one type of object, action in one location);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	21.00 32.00 42.00
1.1.9.2.	in 1945-XXI c. documents (one type of object, action in one location, search limit – 5 years);	Search in consequential order Search within 10 b.d. Search within 5 b.d.	14.00 21.00 28.00
1.1.10	person's birth, death, marriage and other entries in the church metrics or civil status records (entry in one record, in one institution, search limit – 5 years):		
1.1.10.1.	in XVIII-XIX c. documents;	Search in consequential order Search within 10 b.d. Search within 5 b.d.	14.00 21.00 28.00
1.1.10.2.	in XX-XXI c. documents;	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.1.11	other facts not indicated in subparagraphs 1.1.1-1.1.10 of the List of Paid Services Provided by the State Archives and Their Price List (hereinafter – the List).	Search in consequential order Search within 10 b.d. Search within 5 b.d.	7.00 11.00 14.00
1.2.	Document search according to information provided and/or topic indicated, and preparation of information on the search results:		
1.2.1	in XV-XVIII c. documents;	1 hour	40.00
1.2.2	in XIX c - 1918 documents;	1 hour	30.00
1.2.3	in 1919-1944 documents;	1 hour	20.00
1.2.4	in 1945-XXI c. documents.	1 hour	10.00

Row No	Service	Measurement unit (b.d. – business days)	Rate (EUR)
1.3.	Document search according to a person's request to reproduce the information on the document search performed and results thereof (where no more than a 5-year period elapsed since the first document search; upon expiration of this period, the search shall be charged at the rates indicated in subparagraphs 1.1.1-1.1.11 of this List).	Search within 5 b.d.	5.00
2. DUPLICATION OF DOCUMENTS			
2.1.	Production of analogue copies of the following documents stored in the State Archive:		
2.1.1	XIX c. documents;	1 black and white copy, A4 page	1.50
2.1.2	1900-1950 documents;	1 black and white copy, A4 page	0.50
2.1.3	1951-XXI c. documents;	1 black and white copy, A4 page	0.30
2.1.4	XX-XXI c. documents, access to which is restricted in the procedure set forth by the legal acts (including layout);	1 black and white copy, A4 page	1.30
2.1.5	written and photo documents in the information system files;	1 black and white copy, A4 page	0.30
2.1.6	document microfilms (no frame selection);	1 black and white copy of microfilm frame, A4	0.20
2.1.7	document microfilms (with frame selection).	1 black and white copy of microfilm frame, A4	0.30
2.2.	Additional fee for the production of coloured copies of the documents indicated in subparagraphs 2.1.1-2.1.5 of this List.	1 coloured copy, A4 page	0.30
2.3.	Production of digital copies from the written documents stored in the State Archives, which were made in:		
2.3.1	XV-XVI c.;	1 image, JPEG, no more than 300 dpi	6.10
2.3.2	XVII-XVIII c.;	1 image, JPEG, no more than 300 dpi	4.10

Row No	Service	Measurement unit (b.d. – business days)	Rate (EUR)
2.3.3	XIX c;	1 image, JPEG, no more than 300 dpi	2.90
2.3.4	1900-1950;	1 image, JPEG, no more than 300 dpi	0.90
2.3.5	1951-XXI c.	1 image, JPEG, no more than 300 dpi	0.60
2.3.6	written documents in the information system files;	1 image, JPEG, up to 300 dpi	0.30
2.3.7	document microfilms (no frame selection);	1 image, JPEG, up to 300 dpi	0.30
2.3.8	document microfilms (with frame selection).	1 image, JPEG, up to 300 dpi	0.50
2.4.	Additional fee for the production of high-resolution digital copies of the documents indicated in subparagraphs 2.3.1-2.3.5 of this List.	1 image, TIFF, up to 600 dpi	0.90
2.5.	Additional fee for the production of high-resolution digital copies of the documents indicated in subparagraphs 2.3.1-2.3.5 of this List.	1 image, TIFF, more than 600 dpi	1.50
2.6.	Additional fee for the production of high-resolution digital copies of the documents indicated in subparagraphs 2.3.1-2.3.5 of this List.	1 image, TIFF, more than 1200 dpi	2.70
2.7.	Production of digital copies of the video and audio documents stored in the State Archive:		
2.7.1	photo documents;	1 image, JPEG or TIFF, no more than 300 dpi	5.00
2.7.2	video documents;	1 minute	0.90
2.7.3	audio documents;	1 minute	0.60
2.7.4	cinematographic documents;	1 minute, up to 720 × 576 px resolution	3.00
2.7.5	cinematographic documents;	1 minute, up to 1080 × 720 px resolution	6.00
2.7.6	cinematographic documents;	1 minute, up to 1920 × 1080 px resolution	12.00
2.7.7	cinematographic documents;	1 minute, up to 2048 × 1080 px resolution	45.00
2.7.8	frame of a cinematographic document;	1 image, JPEG or TIFF, no more than 300 dpi	12.00

Row No	Service	Measurement unit (b.d. – business days)	Rate (EUR)
2.7.9	photo documents in the information system files.	1 image, JPEG, up to 72 dpi	0.30
2.8.	Production of the State Archive activity documents:		
2.8.1	analogue copies;	1 black and white copy, A4 page	0.20
2.8.2	digital copies.	1 image, JPEG, up to 300 dpi	0.30
2.9.	Production of other documents:		
2.9.1	analogue copies;	1 black and white copy, A4 page	0.20
2.9.2	digital copies.	1 image, JPEG, up to 300 dpi	0.20
3. OTHER SERVICES			
3.1.	Written and photo document copies: correction, layout, editing.	1 image	1.50
3.2.	Digital copies of audio documents: correction, editing.	1 minute	1.50
3.3.	Digital copies of cinematographic and video documents: correction, editing.	1 minute	6.00
3.4.	Demonstration of documents, which can be familiarised with only by means of special equipment.	1 minute	0.50
3.5.	Preparation of depositories for filming and photographing, demonstration of documents in the depository premises.	1 hour	10.00
3.6.	Personal consultation on the topic of documents stored in the State Archive.	1 hour	8.00-24.00 ¹
3.7.	Consultation on the document management issues.	1 hour	12.00-36.00 ¹
3.8.	Document management.	1 unit of account	7.00-30.00 ²
3.9.	Document storage:		
3.9.1	written documents;	1 linear metre per month	1.00 - 4.00 ³

¹ Depending on the number of people receiving consultation, complexity and scope of the topic presented, auxiliary materials required and place of provision of the consultations.

² Depending on the volume, type and topic of documents managed, and complexity of the document value expertise and systematisation principles.

Row No	Service	Measurement unit (b.d. – business days)	Rate (EUR)
3.9.2	video and audio documents.	1 storage unit per month	0.20- 3.00 ³
3.10.	Document restoration.	1 page	12.00- 120.00 ⁴
3.11.	Binding of archive files.	1 file	10.00- 75.00 ⁵

³ Depending on the format and quantity of documents, storage period, use of documents, storage conditions required to ensure authenticity, reliability and accessibility of documents throughout their storage period and other special requirements.

⁴ Depending on the type, quantity and format of documents, drafting period, condition of the document's material, level of damages and impurities, and complexity of restoration works.

⁵ Depending on the type, format and drafting period of documents, number of pages, type of cover and back page, binding method and complexity of binding works.

APPROVED

Minister of Culture of the Republic of Lithuania
Order No IV-425 of 08 June 2011 (recast version of
Order No IV-377 of the Minister of Culture of the
Republic of Lithuania of 20 February 2017)

PROCEDURE OF PROVISION OF PAID SERVICES BY THE STATE ARCHIVES

1. The procedure of provision of paid services by the State Archives (hereinafter – the Procedure) shall establish the procedure of provision of the paid services by the State Archives indicated in the List of Paid Services Provided by the State Archives and Their Price List (hereinafter – the List) approved by the Minister of Culture of the Republic of Lithuania, and provides for the cases when these services can be rendered free of charge.

2. The State Archives provide paid services in the standard or urgent procedure. The heads of the State Archives may restrict the provision of services in the urgent procedure in case of high volumes of services provided in the standard order or in other circumstances.

3. The paid services of the State Archives shall be provided upon a written request with prior payment provided for the services or a part of the service rate if the final rate is unknown. The amount of partial advance payment and services it is charged for shall be determined by the heads of the State Archives.

4. The rate of the services provided do not include any bank fees for the local or international transfers, postal services and price of media the information will be recorded on.

5. The document search rates included on the List are indicated for the standard order of provision of the services, the provision within 10 business days or within 5 business days. Upon decision of the heads of the State Archives, the document search may be performed in a special order of urgency within 3 business days or within 1 business day, Where the document search is performed at a quicker term than indicated in subparagraphs 1.1.1-1.1.11 of the List, the coefficients shall be applied to the rates of the services provided, which are calculated of the rate of services provided in a standard order as indicated in subparagraphs 1.1.1-1.1.11.

5.1. for document search in order of urgency within 3 business days – coefficient 2.5;

5.2. for document search in order of urgency within 1 business day – coefficient 3.

6. The rates of the document duplication services are stated in the List for the standard provision of services. Upon a decision of the heads of the State Archives, the document duplication services may be provided in order of urgency. The following coefficients shall apply to the rates of duplication services provided in order of urgency:

6.1. duplication of written documents in order of urgency within 1 business day – coefficient 1.5;

6.2. duplication of video and audio documents in order of urgency within 3 business days – coefficient 1.5.

7. The State Archives shall produce copies of only those documents stored, the condition of which is good or satisfactory. If duplication can be detrimental for the physical condition of documents, they shall not be duplicated. In order to protect XV-XVIII c. documents from negative physical effects, only digital or microfilm copies of these documents can be provided. The analogue copies of such original documents shall not be made.

8. The rate for duplication of documents of a format larger than A4 shall be calculated according to the number of A4 pages of the original document being duplicated. The image editing and correction services are charged at a separate rate.

9. The digital images of documents shall be recorded only on the new media (with undamaged manufacturer's packaging) or media purchased from the State Archives.

10. The documents shall be duplicated only using the equipment available to the State Archives.

11. If the State Archives have no technical capacities to provide the services indicated in the List, such services shall not be provided.

12. The State Archives shall not duplicate the documents, the use of which is restricted by law or document transfer agreements. Such documents shall be duplicated in the procedure stipulated in those laws or transfer agreements.

13. The State Archives provide the following services free of charge:

13.1. The services indicated in subparagraphs 1.1.1-1.1.10.2 of the List:

13.1.1. to persons receiving social benefits in the procedure set forth by the Republic of Lithuania Law on Cash Social Assistance to Low-Income Families (Single Residents), who present the statement confirming that this person is a recipient of social benefits issued by the municipality administration of their declared place of residence or, if a person has no declared place of residence, by the administration of the municipality on the territory of which this person resides;

13.1.2. to persons in state-subsidised care of in-patient social welfare institutions, who present the statement confirming that they are in the care of this institution issued by the head of the institution or his/her authorised representative;

13.1.3. to persons with assigned working capacity level of 0-25 per cent, as well as persons who reached the retirement age with assigned high special needs level in the procedure set forth by the legal acts, who present the disability certificate, as well as to the guardians/carers of these persons, where the document search is required for representation of the rights and interests of persons in their care, who produce a document confirming their appointment as a guardian/carer;

13.1.4. to other persons, who contact the State Archives via the diplomatic establishments of their countries in Lithuania in cases provided for in the international agreements of the Republic of Lithuania;

13.1.5. to national and international humanitarian associations;

13.2. The services indicated in subparagraph 1.1.2 to the persons registered with the labour exchange, who present a statement issued by the territorial labour exchange confirming that this person is unemployed;

13.3. The document search services indicated in paragraph 1 of the List to the state and municipal authorities, institutions and companies, if they provide a request for a search of documents or information contained therein, which is related to the performance of their functions attributed by law or other legal acts.

14. The services indicated in paragraph 13 of the List shall be provided free of charge no later than within 20 business days of registration of the request with the State Archives.

15. The State Archives shall provide the services indicated in paragraph 1 of the List, if their volume is particularly high (indicating more than 5 service objects or including an extensive period or territory, or requesting production of a high number of copies (more than 100), etc.), under contracts stipulating the procedure of provision of these services, terms of delivery, rates, payment and other conditions. The service rates shall be determined in the contracts depending on the type,

format and quantity of documents, condition of the document's material, storage period, use of document and other special requirements, as well as the costs incurred on document search, preparation, multiplication, publication, storage and payment for intellectual property rights including substantiated return on investment.

16. The size of remuneration for the provision of documents for re-use prepared according to individual needs of the applicant shall not exceed the expenses incurred on systematisation, adaptation, processing or other types of recycling, at the moment of transfer and provision to the application.
