



**CHIEF ARCHIVIST OF LITHUANIA**

**ORDER**

**ADOPTING THE LIST OF FEES FOR PAID SERVICES OF THE STATE ARCHIVES  
AND THE DESCRIPTION OF THE PROCEDURE FOR THE PROVISION OF PAID  
SERVICES OF THE STATE ARCHIVES**

No.VE-30 8 July 2022  
Vilnius

Following the provisions of Article 8 of the “Law on the Documents of the Republic of Lithuania and Archives” and the Order of the Minister of Culture of the Republic of Lithuania “On the Approval of the List of Fees for Paid Services of the State Archives And the Description of the Procedure for the Provision of Paid Services of the State Archives” No.ĮV-605 of 7 July 2022,

I approve the documents attached:

1. List of Fees for Paid Services of the State Archives;
2. Description of the Procedure for the Provision of Paid Services of the State Archives.

Daiva Lukšaitė

Head of the Department of Archives and Document Management and Use,  
Acting Chief Archivist of Lithuania

APPROVED  
by the Order of the Chief Archivist of Lithuania  
No.VE-30 of 8 July 2022.

### LIST OF FEES FOR PAID SERVICES OF THE STATE ARCHIVES

No. of order	Service	Type of Measure	Fee (Eur)
<b>1.</b>	<b>Document preservation:</b>		
1.1.	preservation of paper documents during the given time period	1 linear metre/ 1 month.	1.48
1.2.	preservation of video and/or audio documents during the given time period	1 linear metre/ 1 month.	1.78 – 2.96
<b>2.</b>	<b>Document management:</b>		
2.1.	management of analogous documents	1 case	7.20 – 12.96
2.2.	management of documents of digital origin or digitalised documents	1 case	8.64 – 25.92
<b>3.</b>	<b>Search for documents preserved in the State Archives regarding:</b>		
3.1.1.	education of a person (in one educational institution)	consecutive search	19.15
3.1.2.	work experience of a person, vacations provided, wages received, other facts concerned with labour relations (in one working place, within 5 years)	consecutive search	19.15
3.1.3.	a person's family composition, citizenship, residence place, leaving abroad for permanent stay (one type of action in one location)	consecutive search	19.15
3.1.4.	deportation of a person/family, entering them into the name list of people for intended deportation, forced displacement, transfer for forced labour (from one location)	consecutive search	19.15
3.1.5.	a person's previous conviction(s) and/or imprisonment	consecutive search	19.15
3.1.6.	a person's participation in resistance, his death, persecution (search within a 10 years' period)	consecutive search	19.15
3.1.7.	rulings of legal institutions in respect of a person concerning his marriage termination, property settlement, testament in effect, or other facts (one type of objects in , one institution, range of search – 5 years)	consecutive search	19.15

3.1.8.	a person's contracts or any other actions, certified or registered by the notary (except for the actions related to property or real estate) (one type of action in one location, range of search – 5 years)	consecutive search	19.15
3.1.9.	property or real estate owned by a person, also contracts or any other actions, certified or registered by the notary related to property or real estate:		
3.1.9.1.	documents of 1919–1944 period (one type of object or action in one location)	consecutive search	28.73
3.1.9.2.	documents of 1945 – XXI c. (one type of object or action in one location, range of search – 5 years)	consecutive search	19.15
3.1.10.	a person's birth, death, marriage and other church or civil state records (a record of one act in one institution, range of search – 5 years):		
3.1.10.1.	documents of XVIII–XIX c.	consecutive search	38.30
3.1.10.2.	documents of XX–XXI c.	consecutive search	19.15
3.1.11.	other facts, which are not indicated in the List of Fees for Paid Services of the State Archives (further on – List) in 3.1.1–3.1.10 sub-sections	consecutive search	19.15
3.2.	search for documents based on the information, provided by a person, or on the topic, indicated by a person (consecutive search):		
3.2.1.	documents of XV–XVIII c.	1 hour	36.00
3.2.2.	documents of XIX c.	1 hour	28.80
3.2.3.	documents of 1919–1944 c.	1 hour	21.60
3.2.4.	documents of 1945–XXI c.	1 hour	14.40
<b>4.</b>	<b>Document restoration:</b>		
4.1.	document restoration depending on the category of its physical state	A4 sheet	5.76 – 115.20
4.2.	document binding depending on the category of its physical state	1 item	23.04 – 230.40
4.3.	Restoration of document copies	1 min.	3.84 – 5.76
4.4.	Document conservation	A4 sheet	1.44
<b>5.</b>	<b>Copies of documents preserved in the State Archives:</b>		
5.1.	Analogous copies:		

5.1.1.	documents of XV c.–1944	1 page of an A4 format B&W copy	1.53
5.1.2.	documents of 1945–XXI c.	1 page of a A4 format B&W copy	0.95
5.1.3.	microfilms of documents (without shot selection)	1 A4 format B&W copy of 1 microfilm shot	0.40
5.1.4.	microfilms of documents (with shot selection)	1 A4 format B&W copy of a 1 microfilm shot	0.86
5.2.	surcharge for the production of coloured copies of documents indicated in 5.1.1–5.1.4 subsections of the Pricelist	1 page of an A4 format coloured copy	0.20
5.3.	Digital copies:		
5.3.1.	documents of XV c.–1944	1 image, JPEG, no more than 300 dpi	1.53
5.3.2.	documents of 1945–XXI c.	1 image, JPEG, no more than 300 dpi	0.95
5.3.3.	document microfilms (without shot selection)	1 A4 format B&W copy of 1 microfilm shot	0.80
5.3.4.	document microfilms (with shot selection)	1 A4 format B&W copy of 1 microfilm shot	1.73
5.4.	surcharge for the production of high definition digital copies of documents indicated in 5.3.1–5.3.4 subsections of the List	1 image, TIFF, up to 600 dpi	0.90
5.5.	surcharge for the production of high definition digital copies of documents indicated in 5.3.1–5.3.4 subsections of the List	1 image, TIFF, over 600 dpi	1.50
5.6.	surcharge for the production of high definition digital copies of documents indicated in 5.3.1–5.3.4 subsections of the List	1 image, TIFF, over 1200 dpi	2.70
5.7.	Production of digital copies of video and audio documents, preserved in the State Archives:		

5.7.1.	a digital copy of a photo document	1 image, no more than 600 dpi TIFF file	8.28
5.7.2.	a digital copy of a photo document	1 image, no more than 300 dpi TIFF or JPEG file	4.97
5.7.3.	a digital copy of a photo document	1 image, JPEG no more than 1024 pxl on the longer side of the image	0.83
5.7.4	a digital copy of a film	1 minute, SD resolution (720x576 pxl)	5.07
5.7.5.	a digital copy of a film (not applicable to VHS films)	1 minute, HD (1080 × 720 pxl)	10.14
5.7.6.	a digital copy of a film (not applicable to VHS films)	1 minute, FHD (1920 × 1080 pxl)	26.82
5.7.7.	a digital copy of a film (not applicable to VHS films)	1 minute, 2K definition (2048 × 1080 pxl)	33.33
5.7.8.	a digital copy of a film (not applicable to VHS films or 8 mm film strips)	1 minute, 4K definition (4096x2160 pxl)	45.79
5.7.9	a digital copy of a film (not applicable to VHS films)	1 minute, 2K definition (2048x1440 pxl) scanning shots (.dpx) one-by-one	48.67
5.7.10	a digital copy of a film (not applicable to VHS films or 8 mm film strips)	1 minute, 4K definition (4096x2160 pxl) scanning shots (.dpx) one-by-one	60.84
5.7.11.	a digital copy of a still shot of a film	1 shot, no less than 300 dpi TIFF file	12.10
5.7.12.	a digital copy of an audio document an of the sound track of a film	1 minute, (WAV file)	4.85

5.8.	Production of the copies of other documents, including the documents related to the operational activity of the state archives:		
5.8.1.	analogous copy	1 B&W copy of one 4A format page	0.23
5.8.2.	Digital copy	1 image, JPEG, up to 300 dpi	0.22
<b>6.</b>	<b>Conversion (adjustment, modelling, arrangement) of digitised documents and documents of digital origin, which are preserved in the State Archives:</b>		
6.1.	adjustment, modelling and arrangement of the digital copies of written documents	1 image	1.58
6.2.	adjustment of the digital copies of photo documents	1 image	1.58
6.3.	adjustment of the digital copies of audio documents	1 minute	3.60
6.4.	adjustment of the digital copies of cinema documents	1 minute	5.76
<b>7.</b>	<b>Exposure of documents preserved in the State Archives:</b>		
7.1.	Exposure of documents, which could be demonstrated only with the help of special equipment	1 hour	7.20
7.2.	Demonstration of documents in repositories	1 hour	7.20
<b>8.</b>	<b>Trainings on documents and/or archives management and the area of their use</b>	1 hour for x number of participants	14.40
<b>9.</b>	<b>Counselling non-governmental organisations, private legal persons or other subjects (excluding those assigned to the state archives) on the issues of documents and/or archives management and use</b>	1 hour	7.20

APPROVED by  
the Chief Archivist of Lithuania  
Order No.VE-30 of 8 July 2022

## **DESCRIPTION OF THE PROCEDURE FOR THE PROVISION OF PAID SERVICES OF THE STATE ARCHIVES**

### **I CHAPTER GENERAL PROVISIONS**

1. Description of the procedure for the provision of paid services of the State Archives (further on – Description) determines the procedure of the provision for the paid services of the State Archives, indicated in the List of Fees for Paid Services of the State Archives, approved by the Order of the Minister of Culture of the Republic of Lithuania “On the Approval of the List of Fees for Paid Services of the State Archives And the Description of the Procedure for the Provision of Paid Services of the State Archives” No.IV-605 of 7 July 2022, and allows for the cases, when those services are provided free of charge.

2. The concept of a “**document copy**”, which is used in the Description, corresponds to the concept, used in the Regulations for the Document Preparation, approved by the Chief Archivist of Lithuania in the Order No.V-117 of 4 July 2011 “On the Approval of the Regulations of the Document Preparation”.

### **Chapter II PROVISION OF PAID SERVICES**

3. The State Archives shall provide the paid services on a first-come, first-served basis or on an urgent basis. The head of the State Archives or the person, authorised by him, (further on – Head of the Archives) may restrict the provision of services on an urgent basis due to the large volume of the services, provided on a first-come, first-served basis, or some other circumstances.

4. Paid services shall be provided by the State Archives to a person on the basis of the written application after the advance payment (covering the entire cost of the service or a part of it, when the final price is not known) had been made. The proportion of the advance payment for the services provided is established by the heads of the state archives.

5. The fees for the paid services, provided by the State Archives, are indicated in the List of Fees for Paid Services of the State Archives (further on – List), and approved by the Chief Archivist of Lithuania. It indicates the name of the paid service, the form it is measured in, and the fee to be charged.

The fee for the provided paid services does not include bank charges for local or international bank transfers, postal charges and the price of the media for recording the digital content. The above mentioned additional costs shall be covered by the recipient of the service.

6. The fees, indicated in the List, shall be charged for the search of documents and the copies of the documents, preserved in the State Archives, and shall be applicable to the services provided on a first-come, first-served basis.

7. If an applicant requires the search for documents, included in sub-items 3.1.9, 3.1.10 and 3.2. of the List, and the application involves two different periods, the calculation of the total price of the service shall be based on the fee for the earliest period.

8. Document search shall be based on the provided personal information or the topic indicated by a person, and performed according to one object (location, person, organisation, etc.). The results of the search shall be presented with the reference data of the documents, preserved in the state archives and containing relative information.

In the case where the recipient of the service requests that the results of a document search

already carried out at his/her request be repeated, and no more than 5 years have elapsed since the original search for the documents, the State Archives shall apply the fees set indicated in Item 5 of the List of Fees.

9. Documents preserved in the state archives shall be copied only after the assessment of their physical state and the technical possibilities of the archives, while written analogous documents shall be copied after the assessment of their binding. When copying documents may aggravate their physical state, such documents shall not be copied.

If the documents, preserved in the state archives, had been digitised or microfilmed, the analogous copies of the originals shall not be made.

If the documents, preserved in the state archives, had been digitised and made available to the public by means of the Electronic Archives Information System, only digital copies with a higher resolution than those available in that system shall be produced at the request of the service recipient.

10. Calculation of fees for making copies of written analogous documents in the format bigger than A4 shall be based on the number A4 format pages in the original document. The service of the arrangement of images shall be provided for additional fee.

11. Digital content ordered by a service recipient shall be recorded using the brand-new media devices (in the intact original packing) or those purchased in the state archives.

12. Documents shall be copied only using the equipment of the state archives.

13. The state archives, which do not have technical possibilities to provide services indicated in the List, shall not provide these services.

14. State archives shall not produce copies of the documents preserved, the use of which is restricted by the law or the transfer contracts. Copying such documents is stipulated by the law or by the provisions of the transfer contracts.

15. State archives shall provide the following services free of charge:

15.1. services, indicated in sub-items 3.1.1–3.1.10.2 of the List, when such services are related to the implementation of personal obligations and legitimate interests:

15.1.1. to persons who are recipients of the social benefits in accordance with the Law on Cash Social Assistance for Low-Income Families (Single Residents) of the Republic of Lithuania and carry the document certifying their status. This document is issued by the local municipal administration of their declared residence place. When a person does not have a declared residence place on the territory of the local municipal administration he lives, the document is issued by the administration to certify that the person is a recipient of the social assistance;

15.1.2. to state-dependant inmates of residential social care institutions, who produce the document, issued by the head of such institution or the person authorised by him, certifying that the person is dependent on this institution;

15.1.3. to persons with work capacity reduced to 0–25 percent, also to people who have reached the retirement pension age and have a high level of special needs and carry the disability certificate, or to legal guardians of such persons, when the search for some documents is necessary to ensure the rights and the interests of the persons in their custody, upon presentation of the relevant certificate;

15.1.4. to other persons who apply to the state archives via their countries' diplomatic missions in Lithuania in the cases stipulated in the international treaties of the Republic of Lithuania;

15.1.5. to national and international humanitarian associations.

15.2. services in the List under Sub-item 3.1.2 to persons, registered with the Employment Service under the Ministry of Social Security and Labour of the Republic of Lithuania, upon presentation of the document certifying their status of an unemployed person;

15.3. services of document search, preserved at the state archives, entered in the List under sub-items 3.1.1–3.1.10 to a public administration body, if it submits a request for the document search or for the information these documents contain, when such information is required to perform its functions as provided by the law and other legal acts.

16. Free of charge services, indicated in Item 15 of this Description shall be provided on the terms that are defined in the Law on Public Administration of the Republic of Lithuania Article 10



Part 4.

17. The services indicated in Items 1, 2, 3 and 5 of the List of Fees, if they are of a particularly high volume (requests for the preservation of more than 5 linear metres of documents, for the management of more than 100 files or for the management of a particularly high volume of files, for the identification of more than 5 objects of the document search service or for the covering of a large period of time or territory, for the production of a large number of copies (more than 100 copies), etc.), are provided by State Archives on the basis of contracts agreeing on the procedures, terms, rates, remuneration, and other conditions of the provision of services.

The rates for services shall be set in the contracts on the basis of the type, form, quantity, physical condition and use of the documents, as well as the costs incurred by the State Archives in providing the specific service. This point shall also apply to the persons referred to in Item 15 of this Description.