

**ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY
ADMINISTRATIVE CODE**

**CHAPTER 110-X-1
GENERAL RULES**

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110-X-1-.01	<u>Description Of The Alabama Department Of Archives And History.</u>

(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

meeting. The Board shall either deny a petition in writing on the merits stating its reasons for the denial or shall initiate rule making procedures in accordance with Code of Ala. 1975, Section 41-22-1 through 44-22-27.

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-.03 Departmental Access Policies.

(1) The Reference staff of the Public Services Division receives hundreds of reference requests each month for general information about its collections and services as well as specific queries for information found in its archival and artifact holdings. Requests are answered in the order they are received, regardless of their means of transmission, except for official requests from state and local government officials which are given priority or requests that may entail unusual time-sensitive requirements.

(2) The Archives Research Room is open to the public Tuesday through Saturday. The Archives Museum is open to the public Monday through Saturday. Guided tours are available by appointment only.

Authors: 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; effective February 26, 2007. **Amended:** Published September 30, 2021; effective November 14, 2021.

110-X-1-.04 Departmental Fees.

(1) Research Fees. Non-Alabama residents are required to pay a non-refundable twenty-five dollar (\$25.00) out-of-state research fee per each surname inquiry. In-State residents are required to pay a non-refundable fifteen-dollar (\$15.00) research fee. The research fee includes up to twenty photocopies at no additional cost. Additional photocopies will be charge at the rate of twenty-five cents (\$.25) per page.

(2) Copying Fees.

(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.

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

(a) Digital Files

1. Images - \$10.00 per image
2. Video - \$20.00 per video file
3. Audio - \$20.00 per audio file

(b) 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 reply 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.

(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.

(4) 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.

(6) 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.

(6) 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.

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