

Department of Administrative Services  
Fees FY 2016

Fee Title	Previous Rate	Proposed Rate	Rate Change	Expected Volume	Rate Impact
Executive Director					
FAA Executive Director					
Government Records Access and Management Act					
Certified copy of a document	\$4	\$4	\$0		
Electronic Copies, Material cost (per CD)	\$0.30	\$0.30	\$0.00		
Electronic copies, material cost (per DVD)	\$0.40	\$0.40	\$0.00		
Electronic Documents, Film Cartridge Rate: Actual Cost	Actual Cost	Actual Cost			
Electronic Documents, USB Rate: Actual Cost	Actual Cost	Actual Cost			
Extended research or service Rate: Actual cost	Actual cost	Actual cost			
Long distance fax outside US	\$5	\$5	\$0		
Long distance fax within US	\$2	\$2	\$0		
Mail outside US	\$5	\$5	\$0		
Mail within US	\$2	\$2	\$0		
Photocopies, black & white	\$0.10	\$0.10	\$0.00		
Photocopies, color	\$0.25	\$0.25	\$0.00		
Photocopy labor cost (per Utah Statute 63G-2-203(2)) Rate: Actual Cost	Actual Cost	Actual Cost			
Research or services Rate: Actual cost	Actual cost	Actual cost			
FAB Parental Defense					
Parental Defense Fund - Parental Defense Conference Fee	\$100	\$100	\$0		

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<b>Facilities &amp; Construction Management</b>					
FEA DFCM Administration					
ADMINISTRATIVE STAFF PROGRAM MANAGEMENT FEE	\$46	\$0	-\$46		
<b>Program Management</b>					
Capital Development	\$67	\$0	-\$67		
Capital Improvement	\$52	\$0	-\$52		
DFCM Inspection Services	\$80	\$0	-\$80		
Non-state fund Project Fees, Project between \$10,000,000 and \$50,000,000  Rate: \$62,000 + .15% over \$10,000,000		\$62,000 + .15% over \$10,000,000			\$340,000
Non-state Funded Project Fees, Project < \$100,000 Rate: 3.5%		3.5%			
Non-state Funded Project Fees, Project between \$100,000 and \$500,000 Rate: \$3500 + 1.5% over \$100,000		\$3500 + 1.5% over \$100,000			\$125,000
Non-state funded Project Fees, Project between \$2,500,000 and \$10,000,000  Rate: \$24,500 + 0.5% over \$2,500,000		\$24,500 + 0.5% over \$2,500,000			\$70,000
Non-state Funded Project Fees, Project between \$500,000 and \$2,500,000 Rate: \$9500 + 0.75% over \$500,000		\$9500 + 0.75% over \$500,000			
Non-state funded Project Fees, Project greater than \$50,000,000  Rate: \$122,000 + 0.1% over \$50,000,000		\$122,000 + 0.1% over \$50,000,000			\$285,000

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<b>Finance</b>					
2105 DAS Office of State Debt Collection Fund					
Office of State Debt Collection					
Administrative Collection (18% of amount collected (21.95% effective rate)) Rate: 18%	18%	18%			
Collection Interest Rate: Prime + 2%	Prime + 2%	Prime + 2%			
Collection Penalty Rate: 6.0%	6.0%	6.0%			
Court Filing, Deposition/Transcript /Skip Tracing Rate: Actual cost	Actual cost	Actual cost			
Credit card processing fee charged to collection vendors Rate: 1.75%	1.75%	1.75%			
Garnishment Request Rate: Actual cost	Actual cost	Actual cost			
Legal Document Service (Greater of \$20 or Actual) Rate: Actual Cost	Actual Cost	Actual Cost			
Non sufficient Check Collection	\$20	\$20	\$0		
Non sufficient Check Service Charge	\$20	\$20	\$0		
Post Judgment Interest Rate: Variable	Variable	Variable			
<b>Collection Fee for Risk Management Cases</b>					
Risk management debt collected Rate: 25%	25%	25%			
<b>Labor Commission Wage Claim Attorney Fees</b>					
Labor Commission Wage Claims (10% of partial payments; 1/3 of claim or \$500, whichever is greater for full payments); Rate: Variable	Variable	Variable			
<b>FHA Director's Office</b>					
<b>Transparency</b>					
Utah Public Finance Website large data download (Revenue kept by Utah Interactive up to \$10,000. \$1 per download)	\$1	\$1	\$0		
<b>FHB Payroll</b>					
Duplicate W-2	\$5	\$5	\$0		
SAP E-learn Services	\$90,000	\$90,000	\$0		

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<b>Finance</b>					
FHC Payables/Disbursing					
Disbursements					
Collection Service	\$15	\$15	\$0		
IRS Collection Service	\$25	\$25	\$0		
Payroll Garnishment Request	\$25	\$25	\$0		
Tax Garnishment Request	\$10	\$10	\$0		
<b>FHF Financial Reporting</b>					
Bond Accounting Services Rate: Actual cost					
Cash Mgt Improvement Act Interest Calculation Rate: Actual cost					
ISF Accounting Services Rate: Actual cost					
Loan Servicing	\$125	\$125	\$0		
Single Audit Billing to State Auditor's Office Rate: Actual Cost					
<b>FHG Financial Information Systems</b>					
Automated Payables					
Credit Card Payments (Contract rebates)	Variable	Variable			
UDOT Rate: Actual cost					

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<b>Utah State Archives</b>					
FGA Archives Administration					
Data Base Download (plus Work Setup Fee)	\$0.10	\$0.10	\$0.00		
<b>General</b>					
Audio recording (Excludes Medium)	\$0.00	\$0.00	\$0.00		
<b>FGC Preservation Services</b>					
Digial Copies of Electronic Rolls of Microfilm plus medium cost	\$0.00	\$10.00	\$10.00		\$450
Microfiche production fee per image plus (WSF)	\$0.035	\$0.045	\$0.010		-\$3,500
Newspaper filming per page plus (WSF)	\$0.30	\$0.30	\$0.00		
Photocopy made by patron	\$0.10	\$0.05	-\$0.05		
Work Setup Fee (WSF)	\$25	\$25	\$0		
<b>General</b>					
16mm diazo duplicate copy	\$12	\$12	\$0		
16mm master film	\$12	\$13	\$1		\$150
16mm silver duplicate copy	\$20	\$30	\$10		\$500
35mm diazo duplicate copy	\$14	\$14	\$0		
35mm master film	\$20	\$35	\$15		
35mm silver duplicate copy	\$22	\$24	\$2		\$120
Books filmed (Per Page)	\$0.15	\$0.15	\$0.00		
Electronic image to microfilm (per reel)	\$40	\$45	\$5		\$1,375
Frames filmed (Custom)	\$0.080	\$0.080	\$0.000		
Frames filmed (Standard)	\$0.05	\$0.05	\$0.00		
Microfilm Lab Processing Setup Fee	\$5	\$5	\$0		
Microfilm to CD/DVD/USB	\$40	\$40	\$0		
Microfilm to digital PDF conversion	\$5	\$5	\$0		
<b>FGD Patron Services</b>					
Copy - Paper to PDF (copier use by patron)	\$0.10	\$0.10	\$0.00		

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<b>Utah State Archives</b>					
<b>FGD Patron Services</b>					
Copy - Paper to PDF (copier use by staff)	\$0.25	\$0.25	\$0.00		
<b>Copy Charges</b>					
<b>Audio</b>					
Copy Charges - Audio Recordings (Price excludes cost of medium)	\$10	\$10	\$0		
<b>Documents</b>					
Copy - 8.5 x 11 by patron	\$0.10	\$0.10	\$0.00		
Copy - 8.5 x 11 by staff, limit 50	\$0.25	\$0.25	\$0.00		
Copy Charges - 11 x 14 and 11 x 17 by patron	\$0.25	\$0.25	\$0.00		
Copy Charges - 11 x 14 and 11 x 17 by staff, limit 50	\$0.50	\$0.50	\$0.00		
<b>Microfilm/Microfiche</b>					
Copy - Digital by patron	\$0.15	\$0.15	\$0.00		
Copy - Digital by staff, limit 25	\$1	\$1	\$0		
Copy Microfilm - Paper by patron	\$0.25	\$0.25	\$0.00		
Copy Microfilm - Paper by staff, limit 25	\$1	\$1	\$0		
<b>Video</b>					
Copy Video - Video Recording (excludes cost of medium) (Price excludes cost of medium)	\$20	\$20	\$0		
<b>General</b>					
Certified Copy of a Document	\$4	\$4	\$0		
<b>Mailing and Fax Charges</b>					
<b>Fax</b>					
Mailing & Fax - International Fax Fee (plus copy charge) (Plus copy charge)	\$5	\$5	\$0		
Mailing & Fax in USA - Local Fax (plus copy charge) (Plus copy charge)	\$1	\$1	\$0		
Mailing & Fax in USA - Long Distance Fax (plus copy charge) (Plus copy charge)	\$2	\$2	\$0		
<b>International</b>					
Mailing & Fax International - 1 - 10 pages	\$5	\$5	\$0		
Mailing & Fax International - CD/DVD/ USB	\$6	\$6	\$0		
Mailing & Fax International - Each additional 10 pages	\$1	\$1	\$0		

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<b>Utah State Archives</b>					
FGD Patron Services					
Mailing and Fax Charges					
International					
Mailing & Fax International - Each additional Microfilm Reel	\$2	\$2	\$0		
Mailing & Fax International - Microfilm 1 - 2 Reels	\$6	\$6	\$0		
Mailing & Fax International - Photo 11 x 14	\$8	\$0	-\$8		-\$100
Mailing & Fax International - Photo 8 x 10	\$6	\$0	-\$6		-\$100
Within USA					
Mailing & Fax in USA - 1 to 10 Pages	\$3	\$3	\$0		
Mailing & Fax in USA - Add Postage for each 10 pages	\$1	\$1	\$0		
Mailing & Fax in USA - CD/DVD/USB	\$4	\$4	\$0		
Mailing & Fax in USA - Each additional Microfilm Reel	\$1	\$1	\$0		
Mailing & Fax in USA - Microfilm 1 to 2 Reels	\$4	\$4	\$0		
Mailing & Fax in USA - Photo 11x14	\$6	\$0	-\$6		-\$100
Mailing & Fax in USA - Photo 8x10	\$4	\$0	-\$4		-\$100
Mailing & Fax in USA - Video	\$5	\$5	\$0		
Other					
Archivist Handling fee (per hr.)	\$28	\$28	\$0		
Microfilm Security Storage (at cost) Rate: At Cost	At Cost	At Cost			
Special Request (at cost) Rate: At Cost	At Cost	At Cost			
Photo Reproductions					
Digital Imaging 300 dpi or higher	\$10	\$10	\$0		
Five Day Working Rush Order per Scan/Image	\$0	\$0	\$0		
Fiber Base Sepia Tone Prints					
Photo Reproduction - 11x14	\$0	\$0	\$0		
Photo Reproduction - 16x20	\$0	\$0	\$0		
Photo Reproduction - 20x24	\$0	\$0	\$0		
Photo Reproduction - 4x5	\$0	\$0	\$0		
Photo Reproduction - 5x7	\$0	\$0	\$0		
Photo Reproduction - 8x10	\$0	\$0	\$0		

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<b>Utah State Archives</b>					
FGD Patron Services					
Photo Reproductions					
Glossy or Matte Black and White Prints					
Photo Reproduction - 11x14	\$25	\$0	-\$25		
Photo Reproduction - 16x20	\$35	\$0	-\$35		
Photo Reproduction - 20x24	\$55	\$0	-\$55		
Photo Reproduction - 4x5	\$7	\$0	-\$7		
Photo Reproduction - 5 x 7	\$10	\$0	-\$10		
Photo Reproduction - 8 x10	\$15	\$0	-\$15		
Supplies					
Electronic File on-line	\$3	\$3	\$0		
Film cartridge	\$4	\$4	\$0		
Supplies - CD	\$3	\$3	\$0		
Supplies - DVD	\$4	\$4	\$0		
Supplies - Pencil	\$0.25	\$0.25	\$0.00		
Supplies - USB Flash Drive (per GB)	\$5	\$5	\$0		
Surplus Photo Charges					
Surplus Photos - Photo 4 x 5	\$0	\$0	\$0		
Surplus Photos - Photo 5 x 7	\$0	\$0	\$0		
Surplus Photos - Photo 8 x 10	\$0	\$0	\$0		
Surplus Photos - Slides	\$0	\$0	\$0		
Use Charges					
Advertisements					
Commercial (Catalogs)	\$75	\$75	\$0		
Commercial (Local Newspapers and Magazines)	\$75	\$75	\$0		
Commercial (National Newspapers and Magazines)	\$100	\$100	\$0		
Broadcast Theatrical Presentations and Websites					
Commercial (Local/Internet)	\$75	\$75	\$0		
Commercial (National/Internet)	\$100	\$100	\$0		
Non-Commercial (Education, Museum, Cultural Institution) Rate: At Cost	At Cost	At Cost			

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Utah State Archives					
FGD Patron Services					
Use Charges					
Display					
Commercial (Local, National)	\$10	\$10	\$0		
Non-Commercial (Education, Museum, Cultural Institution) Rate: At Cost	At Cost	At Cost			
Film/Video (Moving Image or Sound Recording)					
Commercial (5 to 10 minutes)	\$50	\$50	\$0		
Commercial (Less than 5 minutes)	\$25	\$25	\$0		
Commercial (Shown in entirety)	\$75	\$75	\$0		
Non-Commercial (Education, Museum, Cultural Institution) Rate: At Cost	At Cost	At Cost			
Other					
Local News Media (at cost) Rate: At Cost	At Cost	At Cost			
Other - Novelties	\$10	\$10	\$0		
Other - Resale	\$10	\$10	\$0		
Publications, Books, Pamphlets, Journals, CD and Video					
Commercial (10,000 to 49,999)	\$35	\$35	\$0		
Commercial (50,000+)	\$75	\$75	\$0		
Commercial (less than 10,000)	\$10	\$10	\$0		
Non-Commercial (Education, Museum, Cultural Institutions) Rate: At Cost	At Cost	At Cost			
Published Posters, Calendars, Post Cards, Brochures					
Commercial (1,000 to 4,999)	\$50	\$50	\$0		
Commercial (5,000+)	\$75	\$75	\$0		
Commercial (less than 1,000)	\$25	\$25	\$0		
Non-Commercial (Education, Museum, Cultural Institutions) Rate: At Cost	At Cost	At Cost			