



**New Jersey State Archives**  
225 West State Street, PO Box 307  
Trenton, NJ 08625-0307  
*njarchives@sos.state.nj.us*

**New Jersey State Archives**  
**~ Guide to Reproduction and Research Services, Policies and Fees ~**  
**effective January 1st, 2009**

**General Considerations**

Given the statutory mission of the State Archives to preserve New Jersey's public documents, the following general considerations apply to our reproduction services and policies:

- a) The State Archives maintains accessioned public records that have been legally transferred into the ownership of the Archives. It is the statutory obligation of the Archives to provide access and reproduction of such materials under the public records law and the Open Public Records Act of 2001.
- b) The State Archives also maintains – as reference material – printed books, microfilm of county records, federal censuses, vital records, etc., and other materials including database and CD-ROM resources. Reproduction and printing from these media is discretionary on the part of the Archives management and not subject to public records law. While photocopying from printed books and microfilm is available on premises, we do not offer color photocopying or photographic reproduction of published sources, illustrations from books, or copyrighted material.
- c) The Archives professional staff have been authorized by the Director to make a determination as to the fragility of manuscript and graphic material and, when appropriate, to deny direct photocopying requests. It is generally the Archives' policy to allow photocopying whenever possible in cases where an alternate media such as microfilm of the original does not exist. However, manuscript and graphic material (including photographs) suffers damage from repeated light exposure and requests for multiple photocopies of such material may be denied for this reason.
- d) In order to protect original materials the Archives prohibits the use of outside scanning and photography equipment other than a non-lighted/non-flash hand-held camera. Special arrangements must be made in advance of a visit for non-flash photography and non-lighted video. Special service charges may apply in cases where extensive staff time is required (see below). The State Archives' photographic equipment is for use by Archives staff only.

- e) Reproduced images used in publications and websites or otherwise widely distributed should credit New Jersey State Archives, Department of State.
- f) All payments (except for professional photographers' charges as explained below) should be payable to New Jersey General Treasury.

All services subject to the availability of staffing and equipment. Outside vendors may be required at the discretion of NJDARM, in which case the requestor shall pay the outside vendor directly in addition to applicable hourly or other fees of NJDARM.

Fees are authorized pursuant to P.L. 2003, c. 117, sec. 40; rules pending.

If you have further questions, please email [njarchives@sos.state.nj.us](mailto:njarchives@sos.state.nj.us) or call 609-984-2396 (reference) or 609-777-3596 (photo reproduction).

### **Photocopying - General**

Copies from reference books for patrons in person, up to 8.5"x14"	\$0.10 per page
Copies of manuscript materials, up to 11"x17"	\$1.00 per page
Copies from microfilm, up to 11"x17"	\$1.00 per page

### **Search Fees**

Note: fee includes copy if record found; NJDARM to determine data elements required in order to perform search.

Marriage Bonds and Licenses, 1666-1799	\$5.00 per record
County Marriage Records, 1795-1878, when original is owned by NJDARM	\$5.00 per record per 5 years searched
Birth, Marriage and Death records, May 1848 - December 1920	\$10.00; \$15.00 for 2-year search
Wills and Estate Inventories, 1670-1952	\$10.00 per packet, up to 10 pages; \$1.00 for each additional page
Secretary of State's Deeds, Surveys and Commissions, ca. 1650-1785	\$5.00
Proprietors' Surveys, 1680s-early 1900s	\$5.00
Military service records: Revolutionary War, 1793 Militia Census, Wars of 1794-1815, and Mexican War (1846-1848)	\$5.00
Military service records: Civil War	\$10.00
Military service records: Spanish-American War and National Guard	\$5.00
Military service records: World War I "Unofficial Service Record"	\$5.00
Military service records: World War I "Death Information Card"	Please see <a href="#">database</a>
Inventories of Revolutionary War Damages, 1776-1782	\$5.00
Colony- and State-Level Naturalizations, 1750s-1830s	\$5.00 for 5-year search
County-Level Naturalizations, 1790s-1948, when original is owned by NJDARM	\$5.00 for 5-year search

New Jersey Supreme Court Case Files, 1704-1844	\$10.00 per packet, up to 10 pages; \$1.00 copy fee for each additional page
U.S. Census Records for New Jersey, 1830-1930	\$5.00
New Jersey Newspapers articles, 1778 - mid-1900s when NJDARM owns microfilm of the newspaper	\$5.00
Name Change Judgments, 1847-1947	\$5.00
New Jersey Home for Disabled Soldiers Case Files, 1866-1920s	\$10.00 per file, up to 10 pages; \$1.00 for each additional page
Military Appropriation Vouchers (Civil War), 1861-1865	\$5.00 per item

### **Photographic Reproduction**

Scanned Image	\$25.00 per 11" x 17" scan
CD/DVD	\$5.00
Laserjet print up to 8.5" by 14"	\$5.00
Inkjet print up to 8.5" by 14"	\$10.00
Inkjet print, 11" by 17"	\$15.00
Matte print, 16" by 20"	\$25.00
Matte print, 20" by 24"	\$35.00
Matte print, 30" by 40"	\$85.00
Matte print, 40" by 60"	\$170.00
Matte print, other sizes	\$10 per square foot
Staff time for use of, transport to and oversight of outside vendors	\$25 per hour, including travel time
Scanned Image	\$25.00 per 11" x 17" scan

### **Microfilming and Microfilm Reproduction**

Filming of materials	up to \$0.40 per frame, depending upon the difficulty of the job as determined by NJDARM staff
Master negative	\$35.00 per reel
Print negatives	\$30.00 per reel
Service copies	\$30.00 per reel
Vesicular duplication of microfilm, 35 mm or 16 mm	\$35.00 per reel
Filming of materials	up to \$0.40 per frame, depending upon the difficulty of the job as determined by NJDARM staff

### **Certification**

Certification of record with raised State Seal	\$25.00 in addition to any applicable photocopy and/or search fee
--	---