

THE CENTRAL ARCHIVES OF HISTORICAL RECORDS

RULES AND PRICE LIST OF ARCHIVAL SERVICES

I. THE RANGE OF ARCHIVAL SERVICES

1. In the Central Archives of Historical Records in Warsaw (CAHR) reproduction of archival materials and books from the holding of the Archives is carried out according to the following rules.
2. Services free of charge:
 - a) search of records for the Polish courts or prosecutors' offices, Polish diplomatic posts and institutions of public administration, which have provided accurate information for the search,
 - b) search of records for private persons, who have provided accurate data of the searched individual (name, place and the year of the event – generally for genealogical queries),
 - c) providing certificate, certified copy, duplicate and extract, used in conduct of legal/juridical transactions, which are charged according to the Act of 16 November 2006 on Stamp Duty (Dz. U. No. 225, item 1635).
 - d) providing certified copies (up to 10 pages free of charge), which are charged according to the Act of 16 November 2006 on Stamp Duty (Dz. U. No. 225, item 1635).

II. RULES OF COPYING SERVICES

1. Requests/orders for copies may be placed at the supervisor of the Reading Room, in the Secretariat of CAHR or may be sent by traditional mail or e-mail or via electronic order form from the website of the Archives – https://agad.gov.pl/?page_id=1609.
2. CAHR provides merely digital copies of the archival materials and books printed before 1945.
3. CAHR provides merely up to 22 photocopied pages from books printed after 1945, according to the Act of 4 February 1994 on Copyright and Related Rights (Dz. U. No. 24, item 83 with amendments).
4. Digital copies (scans) or printouts are provided from archival materials which were already microfilmed or scanned.
5. Maps or plans are scanned only as a whole (no sections).
6. Scans are made without any image correction.
7. Due to lack of technical possibilities to process a specified copy, CAHR reserves the right to refuse the order.
8. Digital copy (scan) is made in the resolution of 300 dpi (dots per inch).

III. PRICES

1. Basic prices – archival materials or books printed before 1945:
 - a) scan from the original of the size:
 - A5-A2 – 3 PLN
 - A1 – 25 PLN
 - A0 – 50 PLN,
 - b) scan from the microfilm / copy of already existing scan – 1.50 PLN,
 - c) printout from the microfilm / copy of already existing scan:
 - A4 B/W – 2 PLN
 - A3 B/W – 3 PLN
 - A4 color – 4 PLN
 - A3 color – 6 PLN,
 - d) photocopy (only books printed after 1945) of the size:
 - A4-A3 B/W – 1 PLN.
2. Increased prices:
 - a) Scan of the non-standard size original:
 - original of the size larger than A0 – minimal fee 75 PLN (the final price will be set by the Section of Reproduction and Digitalization),
 - scan of the complex objects (3D), e.g. seals – 10 PLN,
 - scan of the initial letter, watermark etc. – 6 PLN.
3. In particular cases the price for the reproduction service may be set individually with the increased fee due to the complexity, such as:
 - a) the reproduction needs repeated changes of parameters of the image (e.g. images of different scale, change of brightness/contrast),
 - b) the document needs special treatment before scanning (e.g. conservation).

IV. TIMING

1. Orders are processed within 4 to 5 weeks from the date of placing the receipt.
2. Any complaints regarding received copy could be raised within 30 days from the date of delivery. After this period complaints will not be considered.

V. PAYMENT

1. Price information is sent by e-mail or traditional mail prior to the shipment of the copy.
2. The shipment of the copy is done after the payment.

3. The shipment of the ordered digital copies is sent to the e-mail address indicated on the order form.
4. In some specific circumstances, ordered digital copies may be sent on CD, by traditional mail as a registered letter.
5. The certified copy is sent by traditional mail as a registered letter.
6. An invoice for payment will be prepared and sent only at the request.
7. The payment for the services can be done only by a transfer into the bank account provided below.

BANK ACCOUNT OF THE CAHR:

- payment from Poland: NBP O/O W-wa 86 1010 1010 0008 9522 3100 0000,
- payment from abroad: SWIFT – NBPL PLPW 86 1010 1010 0008 9522 3100 0000.

**VI. General Data Protection
Regulation**

1. In accordance with a legal obligation to provide information based on Articles 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) we kindly ask you to familiarize yourself with the relevant information:
 - The controller of the personal data relating to a data subject and collected from the data subject is the Director of the Central Archives of Historical Records, Długa 7 street, 00-263 Warsaw.
 - Any questions, demands and request about the protection of the personal data with regard to their processing you can send by e-mail (sekretariat@agad.gov.pl) or post (above mentioned postal address).
 - The processing of the personal data, subject has given, will take place only for the purposes of the use and access to the archival holdings, referred to in point (a) of paragraph 1 of Article 6. - the data subject has given consent to the processing of his or her personal data.
 - The personal data, subject has given, will not be made available to a third bodies. Recipients could be only public authority, agency or another body, to which the personal data are disclosed, in accordance with law.
 - The personal data, subject has given, will not be transferred to a third country or any international organization for any other purposes then ensuring compliance with their statutory objectives.

- You have the right to request from the controller access to and rectification or erasure of personal data or restriction of or restriction of processing concerning the data subject or to object to processing as well as the right to data portability.
- You have the right to lodge a complaint with the Polish Supervisory Authority for the Protection of Personal Data (Prezes Urzędu Ochrony Danych Osobowych) when processing of your personal data infringes the regulation of the GDPR or other relevant regulations.
- The period for which the personal data, subject has given, will be stored, by CAHR is determined by the public records classification scheme.
- The provision of personal data is freely given, however it is necessary for the processing of your request for access to archival materials.
- You have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Warsaw, 26th June 2018