

**THE CENTRAL ARCHIVES OF HISTORICAL RECORDS RULES  
AND PRICE LIST OF ARCHIVAL SERVICES**

**§1**

1. The range of archival services.

1. 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),
- e) providing already existing digital copy (scan), which has not yet been published on the internet.

2. In the Central Archives of Historical Records in Warsaw (further CAHR) reproduction of archival materials and books from the holding of the Archives is carried out according to the following rules.

**§2**

1. Rules of copying services.

1. Requests for copies can be made at the CAHR reading room and secretariat, sent by email, through the electronic form available on the CAHR website [formularz dostępny na stronie AGAD](#) or through the portal [Szukaj w Archiwach](#)
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. 1994, 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) in JPEG format.

### **§3**

#### **1. Prices.**

1. Basic prices – archival materials or books printed before 1945:
  - a) scan from the original of the size:
    - from to A3 (29,7x42 cm) – 2 PLN/scan
    - more than A3 (59,4x42 cm) – max. 2A0 (118,9x168,2 cm) – 10 PLN/scan
  - b) scan from the microfilm – 1 PLN/microfilm frame
  - c) printout from the microfilm/copy of already existing scan and photocopy (only books printed after 1945) of the size:
    - A4 B/W – 1 PLN/page
    - A3 B/W – 1.50 PLN/page
    - A4 color – 3 PLN/page
    - A3 color – 4 PLN/page

### **§4**

#### **1. 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.

### **§5**

#### **1. 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 is done on the basis of a proforma invoice, only by a transfer a transfer into the bank account provided below.

**BANK ACCOUNT OF THE CAHR:**

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

**§6**

1. RODO – The information clause on the processing of personal data can be found on the CAHR website.

**§7**

1. Service for Persons with Special Needs, in accordance with the Law of July 19, 2019 on Ensuring Accessibility for Persons with Special Needs (Dz.U. z 2020 r., poz. 1062, z późn. zmianami).

1. CAHR makes every effort to be accessible to persons with special needs. Persons with special needs for whom it may be difficult to use CAHR's resources may contact CAHR by phone (+ 48)(22) 831-54-91 to 831-54-93 ext. 429 or email [czytelnia@agad.gov.pl](mailto:czytelnia@agad.gov.pl) to arrange a convenient way to use the resource.
2. Persons with special needs may also apply for accessibility. Model applications and how to apply are described on the Archive's website <https://agad.gov.pl/> under the chapter: "Dostępność".

Warsaw, 2<sup>th</sup> January 2023