James R. Crumley Jr. Archives

**Schedule and Policies of Fees**

**Services**

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| Research (e.g. baptismal, marital, burial certification, congregational inventories, genealogical research) | $25.00 per hour. Archivist will quote approximate time; payment requested before research is conducted |
| Self-guided research in archives | $15.00 for full day access |
| Onsite archival consultation | $250.00 for 3-4 hours of consultation, plus mileage |
| Online archival consultation | $50.00 an hour |

**Congregational and Individual Archiving**

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| Disbanded congregations[[1]](#footnote-1) | Congregations that have up to $19,999.00 in liquid assets remaining: $3,000.00  Congregations that have $20,000 or more in liquid assets remaining: $7,500.00 |
| Opt. 1: Transfer of collection (less than 10 boxes) | $200.00 per box; Contact archivist for details |
| Opt. 2: Ongoing transfer of collection (10-20 boxes) | $1,000.00; $200.00 each box beyond 20 |
| Opt. 3: Ongoing transfer of collection (greater than 20 boxes) | $2,500.00; $200.00 each box beyond initial deposit |
| Transfer of personal collection (e.g., family histories, memorabilia, relevant records) | Contact archivist for details |
| Transfer of church histories, photocopied registers, and other relevant record | No charge |

**Photocopies per page**

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| Black and white copy | $0.25 |
| Color copy | $1.00 |

**Delivery of materials**

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| By U.S. Mail | Standard mailing rate; $10.00 convenience fee |
| By email | $10.00 convenience fee |

1. Fees for the congregational archives are expected to be paid to the Crumley Archives before donations or legacy plans are made. If congregation is unable to pay the fee, the Archives would appreciate a donation from the Synod to help cover expenses incurred when archiving the congregation’s records. [↑](#footnote-ref-1)