

---

## Research Assistance: Research Request

The new service fees are categorized:

Newspaper Microfilm Research: **Level 1** (less than 2 hours of research)  
**25.00 Per Query-Maximum**

Newspaper Microfilm Research: **Level 2** (3 to 5 hours of research)  
**35.00 Per Query-Maximum**

Newspaper Microfilm Research: **Level 3** (5 hours or more of research)  
**50.00 Per Query-Minimum**

Newspaper Microfilm Research: **Level 3 - Additional for overtime**  
**11.00 Per Hour**

Recommendation: Each service levels varies on the specificity of the research.

Level 1 are research requests with exact dates and/or page numbers of the information you are researching.

Level 2 is geared towards having information, it may not be exact but it is detailed enough where we can work with what we have.

Level 3 is for those researches, with no precise dates or pages; it would mean our staff would have to check through every newspaper of every day, of every week, of every month, etc. With Level 3:

After the 5 hour mark additional charges may be applied if you wish for our staff to continue research.

Each Query is its own separate request, searching for “every article” in a given year or month is not an effective research request or requirement.

## Home History Research Request

\$150 Per Hour Research would include

- Permit History Research
- Occupancy Research
- Biographical /Genealogical Research
- Newspaper Research for address/occupants (copies of articles included.)
- Complied to a binder with finding

---

**Additional charges may apply if we see fit.**