

Prot. no. ....

MINISTRY OF CULTURAL HERITAGE AND ACTIVITIES AND TOURISM

**Reggio Emilia State Records Office**

**Application for the Reproduction of Archive Documents**

The undersigned \_\_\_\_\_

address \_\_\_\_\_

telephone no. \_\_\_\_\_ fax no. \_\_\_\_\_ e-mail address \_\_\_\_\_

**hereby request**

**Authorization for the reproduction of the documents indicated overleaf.**  
Cost: € 3 for each archive item (General Archive Management Circular no. 21 of 17 June 2005).

**The electronic downloading of the documents indicated overleaf from this institution's official database**  
Cost per individual image: up to 2 Mb - € 3; from 2 to 6 Mb € 9; over 6 Mb € 12. (General Archive Management Circular 21 of 17 June 2005).

**I, the undersigned, undertake as follows:**

- to strictly observe the integrity and order of the archive items indicated;
- to apply for authorization and make payment in advance;
- to effect the copies in accordance with the times and procedures laid down by the Directorate.

Pursuant to Ministerial Decree of April 1994, the documents are required for:

**PERSONAL/STUDY REASONS**

I, the undersigned undertake not to disclose the copies obtained to others or to disseminate the same and am aware that the breach of the above undertaking will lead to my exclusion from access to state cultural institutions and the application of the sanctions imposed by law.

**FOR ADMINISTRATIVE USE**

Requests for copies on stamped paper must be made using the form «[Requests for certified copies of documents](#)»

**COMMERCIAL.**

I, the undersigned, undertake to pay the concession charges and reproduction payments laid down by the Institute Head pursuant to General Archive Management Circular no. 21 of 17 June 2005.

**PUBLICATION** (Law no. 4 of 14 January 1993)

I the undersigned will apply to the Institute Director for [authorization to publish](#) using the appropriate form. Authorization is granted with exemption from the payment of the related fees in the following cases: a) publication with a distribution of less than 2000 copies and cover price of less than €77.47; b) Scientific journals and the like.

Date \_\_\_\_\_

Signature \_\_\_\_\_

