

Fee Regulations for the Archive of Historisch-Technisches Museum Peenemünde GmbH

1. Scope of application

The Archive of Historisch-Technisches Museum (HTM) Peenemünde GmbH levies fees and charges for the services it provides and its use in accordance with these regulations. The fees are levied in accordance with the schedule of fees for the Archive of HTM Peenemünde GmbH. The schedule of fees (Attachments 1 and 2) is part of these regulations. The fee rates are based on the schedule of fees for the regional archive at the State Office for Culture and Monument Preservation of Mecklenburg-Vorpommern from 3 July 2014.

2. Obligations of the fee payer

Upon request from the Archive of HTM Peenemünde GmbH, the user must provide the information necessary for the determination of the fees.

3. Reimbursement of expenses

Beyond the expenses hereinafter referred to, the following is to be reimbursed: Expenses that exceed the fee for a "Großbrief" charged by Deutsche Post AG and costs for value and transport insurance. Expenses incurred are also to be reimbursed if fees in accordance with these regulations do not have to be paid.

4. Exemption from fees

An exemption from fees can be granted for:

- non-profit organisations that serve scientific or educational and training purposes,
- users who have demonstrably scientific (teaching and research assignments) or local history objectives. Proof is to be provided in a suitable form.
- employees of HTM Peenemünde GmbH and the municipality of Peenemünde if the use of the archive material is in the interests of this institution and community,
- members of Förderverein Peenemünde e.V., in each case by prior arrangement with the managing director,
- users who have made demonstrable donations to HTM Peenemünde GmbH.

5. Due date

Fees will become payable at the end of the Archive use. The fees are generally payable in cash against receipt or in substantiated exceptional cases by bank transfer within one week. HTM Peenemünde GmbH may request advance payment of fees and charges on a case-by-case basis, in particular for the processing of fee-based service and use orders from abroad.

6. Accounting of cash income

Cash takings are collected by the employees of the board of trustees or accounting staff, or the respective persons on duty of HTM Peenemünde GmbH and are acknowledged by receipt. The copy of the receipt and the cash will be promptly accounted for by the person carrying out the accounting.

7. Information about the fee regulations

Each user of the Archive or persons seeking postal information must take notice of these fee regulations in advance. The use of the Archive can only take place when the user has confirmed the corresponding knowledge of these fee regulations in the application for use.

8. Observation and implementation of the fee regulations

The employees of HTM Peenemünde GmbH who are authorised to accept fee payment are responsible for the observation and implementation of these fee regulations.

9. Coming into force, expiry

These regulations will come into force on 1 January 2017. Simultaneously, the fee regulations for the Archive of Historisch-Technisches Museum Peenemünde GmbH from 1 September 2010 will expire.

Michael Gericke
Managing Director, HTM Peenemünde GmbH