
STATUTORY INSTRUMENTS

1999 No. 691

PUBLIC RECORDS

The Public Record Office (Fees) Regulations 1999

Made - - - - *8th March 1999*
Coming into force - - *1st April 1999*

The Lord Chancellor, in exercise of the powers conferred on him by section 2(5) of the Public Records Act 1958⁽¹⁾ and with the concurrence of the Treasury, hereby makes the following Regulations—

1. These Regulations may be cited as the Public Record Office (Fees) Regulations 1999 and shall come into force on 1st April 1999.

2.—(1) Subject to paragraph (3), the fees to be charged for the authentication of copies of or extracts from records under the charge of the Keeper of Public Records and for other services afforded by officers of the Public Record Office shall be those set out in column A of the Schedule in place of those set out in column B.

(2) In the Schedule, where a charge is made by reference to an hour, the full hourly charge shall be payable in respect of part of an hour.

(3) The Keeper of Public Records may remit a fee where the service performed or to be performed by him has been or is likely to be exceptionally simple.

3. The Public Record Office (Fees) Regulations 1998⁽²⁾ are hereby revoked.

Dated 5th March 1999

Irvine of Lairg, C.

(1) 1958 c. 51.
(2) S.I. 1998/599.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

We concur,

Dated 8th March 1999

Clive J.C. Betts
Bob Ainsworth
Two of the Lords Commissioners of Her
Majesty's Treasury

SCHEDULE

Regulation 2

| Item | Column A New Fee £ | Column B Old Fee £ |
|--|--------------------------|--------------------------|
| Officer's Time | 390.00 | 380.00 |
| 1. For an officer of the Public Record Office to provide a service away from the office e.g. attending court and delivering documents, in addition to the actual travelling expenses properly incurred, for each day or part of a day. | | |
| Research | 10.00 | 8.00 |
| 2. For any piece of research, for each 15 minutes for each enquiry. | | |
| Reader Tickets | 2.50 | 2.50 |
| 3. For the replacement of a lost ticket | | |
| Microfilming of records | 55.00 | 50.00 |
| 4.1 For 35 mm microfilm of records, where there is no existing copy Per hour | | |
| Minimum charge | 150.00 | 150.00 |
| 4.2 For 35 mm silver duplicate microfilm from existing film— Per metre (silver) | 1.60 | 1.60 |
| Per metre (diaz) | 0.90 | 0.90 |
| Minimum charge | 45.00 | 45.00 |
| Microfiche copies of records | 55.00 | 50.00 |
| 5.1 For Diazo microfiche of records, where there is no existing negative microfiche— Per hour | | |
| Minimum charge | 55.00 | 50.00 |
| 5.2 For duplicate Diazo microfiche supplied from existing masters— Per fiche | 2.60 | 2.60 |

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|---|--------------------------|--------------------------|
| Paper copies of records at research quality | 0.35 | 0.35 |
| 6.1 For direct copies of original documents— | | |
| (i) Monochrome A4 sheet Per print | | |
| (ii) Monochrome A3 sheet Per print | 0.40 | 0.40 |
| (iii) Monochrome A2 sheet Per print | 0.70 | 0.70 |
| (iv) Colour A4 sheet Per print | 4.20 | 4.20 |
| (v) Colour A3 sheet Per print | 8.40 | 8.40 |
| (vi) Colour A2 sheet Per print | 19.80 | 19.80 |
| (vii) Colour A1 sheet Per print | 39.60 | 39.60 |
| (viii) Additional charge where copying is difficult due to the nature of the document Per hour | 20.00 | 20.00 |
| (ix) Additional finishes | Prices on request | |
| 6.2 For prints from existing microfilm— Per print | 0.35 | 0.35 |
| 6.3 For prints from existing microfilm (self-service)— Per print | 0.25 | 0.25 |
| 6.4 For monochrome prints from digital scans of documents requiring specialised handling Per print | 2.60 | — |
| Photographs of records | | |
| 7.1 For monochrome prints— | | |
| 20.3 cm * 25.4 cm | 9.20 | 8.90 |
| 30.5 cm * 40.6 cm | 9.70 | 9.40 |
| 40.6 cm * 50.8 cm | 10.30 | 10.00 |
| 50.8 cm * 60.9 cm | 15.50 | — |

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| Where no negative exists, for a black and white ultra violet photography service per negative | 25.00 | – |
| 7.2 For colour prints– 20.3 cm * 25.4 cm | 16.75 | 29.40 |
| 30.5 cm * 40.6 cm | 24.98 | – |
| 40.6 cm * 50.8 cm | 32.03 | – |
| 50.8 cm * 60.9 cm | 42.60 | – |
| Where no negative exists, for a photographic service, per negative | 21.60 | 21.00 |
| 7.3 For 35 mm colour slides– per slide | 11.30 | 11.00 |
| 7.4 Handling, packaging, postage and insurance for all postal orders at 10% of the cost of photographic work | | |
| Miscellaneous reprographic charges | 20.00 | 20.00 |
| 8.1 Reprographic work requiring special attention or any reprographic service not mentioned in this schedule and which the Public Record Office is able to undertake Per hour of staff time | | |
| 8.2 Handling, packaging, postage and insurance for all postal orders at 10% of the cost of copying work– Minimum charge | 2.50 | 2.50 |
| 8.3 For an estimate of the cost of copying work to be carried out requested by post, refundable on the placement of an order to the value of £10.00 or over. | 10.00 | 10.00 |
| Authentication of copies of records | 20.00 | 12.50 |
| 9. For the authentication of a copy of a record or of an extract from a record, in addition to the | | |

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|--|---|--|
| charge for the copy, for each sheet | | |
| Preparation of records for exhibition | 33.70 | 33.70 |
| <p>10.1 For the preparation of records for display at exhibitions outside the Public Record Office—</p> <p style="padding-left: 40px;">(i) For documents up to 851 mm by 603 mm</p> <p>(ii) For documents between 851 mm by 603 mm and 1142 mm by 837 mm</p> <p>(iii) For documents between 1142 mm by 837 mm and 1676 mm by 1142 mm</p> <p>(iv) For documents larger than 1676 mm by 1142 mm, for each additional 300 mm or part of 300 mm on either dimension</p> <p>(v) In addition to the fees (i) to (iv) above, where the notice given of the requirement is three months or less</p> <p>10.2 For the making of perspex or other special mounts, in addition to the actual costs of materials properly incurred, for each hour of staff time</p> <p>10.3 For the repair of documents to a standard appropriate for exhibition or reproduction, in addition to the costs of preparing them for display, for each hour of staff time.</p> | <p>26.00</p> <p>53.00</p> <p>75.00</p> <p>1.60</p> <p>55.00</p> <p>26.00</p> <p>26.00</p> | <p>53.00</p> <p>75.00</p> <p>1.60</p> <p>55.00</p> <p>26.00</p> <p>26.00</p> |

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| Seals | | |
| 11.1 For the making of casts of seals from an existing rubber mould, for each side of the seal— | | |
| (i) Seals up to 50 mm in diameter | | |
| Resin | 31.00 | 31.00 |
| Wax | 43.00 | 43.00 |
| (ii) Seals between 50 mm and 100 mm in diameter | | |
| Resin | | |
| Wax | 45.00 | 45.00 |
| (iii) Seals over 100 mm in diameter | | |
| Resin | | |
| Wax | 48.00 | 48.00 |
| 11.2 For the making of casts of seals where no existing rubber mould exists, for each side of the seal— | | |
| (i) Seals up to 50 mm in diameter | | |
| Resin | | |
| Wax | 94.00 | 94.00 |
| (ii) Seals between 50 mm and 100 mm in diameter | | |
| Resin | | |
| Wax | 100.00 | 100.00 |
| (iii) Seals over 100 mm in diameter | | |
| Resin | | |
| Wax | 106.00 | 106.00 |

Datasets

(Datasets are any form of structured, computer-readable data. Examples of datasets are survey files, databases and geographical information systems. For the

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| purposes of these fees, the term “datasets” includes dataset documentation) | | |
| 12.1 Electronic copies of Datasets and Dataset Documentation per order– | 150.00 | 150.00 |
| (i) Per dataset or part thereof | | |
| (ii) Per additional different dataset or part thereof | 30.00 | 30.00 |
| Plus for the following media– | 25.00 | 25.00 |
| (iii) Per writeable CD | | |
| (iv) Per DAT tape | 25.00 | 25.00 |
| (v) Per Exabyte tape | 50.00 | 50.00 |
| (vi) Per DLT cassette | 40.00 | 40.00 |
| (vii) Per DVD (Digital Versatile Disc) | 75.00 | – |
| (viii) Per 3.5 inch disk | 5.00 | 5.00 |
| Plus, if applicable, additional fee for subsetting data– | 0.50 | 0.50 |
| (ix) Per Megabyte of input data processed | | |
| 12.2 Copies of Datasets and Dataset Documentation delivered via network transfer– | 50.00 | 50.00 |
| For types of transfer– | | |
| (i) Delayed transfers via FTP (File Transfer Protocol) | | |
| Per dataset | | |
| Plus per 10 Megabytes or part thereof | 0.06 | 0.06 |
| (ii) Transfers via Internet email using MIME (Multipurpose Internet Messaging Extensions) Per dataset | 100.00 | 100.00 |
| Plus per Megabyte or part thereof | 15.00 | 15.00 |

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| (iii) Realtime transfers via HTTP (HyperText Transfer Protocol) Per dataset | 150.00 | 150.00 |
| Plus per 10 Megabytes or part thereof | 0.10 | 0.10 |
| Plus, if applicable, additional fee for subsetting data— | 0.50 | 0.50 |
| (iv) Per Megabyte of input data processed | | |
| 12.3 Copies of Dataset Documentation on paper or printouts of datasets or parts thereof— | 0.40 | 0.40 |
| (i) A4 Monochrome Per page | | |
| (ii) A3 Monochrome Per page | 0.48 | 0.48 |
| (iii) A4 Colour Per page | 3.50 | 1.60 |
| 12.4 Authentication of copies of records or extracts of records, in addition to the charge for the copy | 250.00 | 250.00 |
| (i) Electronic copies Per copy | | |
| Plus twice the media fee in 12.1 | | |
| (ii) Paper copies Per page | 20.00 | 20.00 |
| 12.5 Paid Dataset Searches | 12.00 | 12.00 |
| For any piece of research, for each 15 minutes or part thereof for each enquiry | | |
| 12.6 Miscellaneous | 10.00 | 10.00 |
| (i) For providing an estimate of a fee in respect of item 12, refundable | | |

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|---|--------------------------|--------------------------|
| | | |
| | | |
| | | |
| (ii) Packaging of orders Envelope | 1.00 | 1.00 |
| Box (all media except DLT and 3490) | 5.00 | 5.00 |
| (iii) Postage to be charged at cost | | |
| (iv) Replacement of lost password or user ID | 5.00 | 5.00 |

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations revoke the Public Record Office (Fees) Regulations 1998 and prescribe a new range of fees to be charged for authentication of copies of records and for other services provided by the Public Record Office.