
STATUTORY INSTRUMENTS

2018 No. 1420

PUBLIC RECORDS

The Public Record Office (Fees) Regulations 2018

Made - - - - *17th December 2018*

Coming into force - - *1st February 2019*

The Secretary of State, with the concurrence of the Treasury, makes the following Regulations in exercise of the powers conferred by section 2(5) of the Public Records Act 1958⁽¹⁾.

Citation and commencement

1. These Regulations may be cited as the Public Record Office (Fees) Regulations 2018 and come into force on 1st February 2019.

Fees

2.—(1) Subject to paragraph (3), the fees to be charged for authenticated copies 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 are to be determined in accordance with the provisions of the Schedule.

(2) In the Schedule—

- (a) where a fee is prescribed by reference to a period of time, the whole fee is payable in respect of a partially completed period;
- (b) where a fee is prescribed for a copy of an image by reference to a specified size, the size is that of the image to be copied and not that of the copy;
- (c) where a fee is prescribed for a copy or photograph of a page of a record, the fee is payable for a copy or photograph of each side of a page which forms a record or part of a record;
- (d) all fees are exclusive of value added tax.

(3) The Keeper of Public Records may remit a fee where, in the Keeper of Public Records's opinion, the service performed or to be performed has been, or is likely to be, exceptionally simple.

Revocation

3. The Public Record Office (Fees) Regulations 2017⁽²⁾ are revoked.

(1) 1958 c. 51. Section 2 was amended by S.I. 2015/1897.

(2) S.I. 2017/289.

Status: This is the original version (as it was originally made).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

13th December 2018

Jeremy Wright
Secretary of State
Department for Digital, Culture, Media and
Sport

We concur.

17th December 2018

Paul Maynard
Mike Freer
Two of the Lords Commissioners of Her
Majesty's Treasury

SCHEDULE

Regulation 2

<i>Item</i>	<i>Fee</i>
	(£)(3)
Research	
1	For undertaking research and sending the results to the requester, for each 15 minutes expended 24.35 (23.35)
Authenticated copies of naturalisation certificates	
2	For making a copy of a naturalisation certificate that is a record and authenticating that copy by certification 27.15 (27.40)
Other copies of records	
3	Where a person requests any number of copies or photographs:
	(a) for carrying out a page check in order to supply an accurate quotation based on the number of pages involved (per record) 8.40 (8.40)
	(b) for making a monochrome paper copy of research quality of a page of a record up to and including size A3 1.35 (1.30)
	(c) for making a colour paper copy of research quality of a page of a record:
	(i) up to and including size A3 4.95 (4.95)
	(ii) larger than size A3 9.60 (9.55)

(3) The fees shown in brackets are those prescribed in [S.I. 2017/289](#) as payable for the same services.

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<i>Item</i>	<i>Fee</i>
	(£)(3)
(d) for making a colour digital copy of research quality of a page of a record:	
(i) up to and including size A3	1.20 (1.10)
(ii) larger than size A3	8.45 (8.65)
Authentication of other copies and records	
4.1 For authenticating, by certification, a copy of a record or any part of a record (excluding the fee for making the copy)	19.80 (19.20)
4.2 For attending a place other than the Public Record Office to produce and verify the authenticity of a record or any part of a record, in addition to reasonable expenses for travel, accommodation and subsistence, for each 15 minutes expended	29.05 (28.20)
Preparation of records for external exhibition	
5.1 For preparing records for exhibition at a place other than the Public Record Office, in addition to the costs of materials, transporting those materials or the records and any expenses for travel, accommodation and subsistence, for each 15 minutes expended	21.50 (22.10)
5.2 For providing an estimate for work to be carried out which involves any matter covered by item 5.1, for each 15 minutes expended	21.50 (22.10)
Postage and packaging	
6 Postage and packaging to be charged at cost for a copy not collected in person by the requester which cannot be sent by e-mail, or which the requester asks to be sent by post	

(3) The fees shown in brackets are those prescribed in [S.I. 2017/289](#) as payable for the same services.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe the fees to be charged for authenticated copies 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 which exercises its functions as part of The National Archives. The fees listed in the Schedule to these Regulations are exclusive of value added tax.

The Regulations revoke and replace the Public Record Office (Fees) Regulations 2017 ([S.I. 2017/289](#)). The fees prescribed in the Schedule mainly increase the fees prescribed by those Regulations for those services but four of those fees are reduced and two remain the same. A number of fees have been removed and some have been streamlined.

A full impact assessment has not been produced for this instrument as it has no, or no significant, impact on business or civil society organisations.