
STATUTORY INSTRUMENTS

1995 No. 991

PUBLIC RECORDS

The Public Record Office (Fees) Regulations 1995

Made - - - - *5th April 1995*

Coming into force - - *1st May 1995*

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 1995 and shall come into force on 1st May 1995.

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 1994⁽²⁾ are hereby revoked.

Dated 3rd April 1995

Mackay of Clashfern, C.

(1) 1958 c. 51.
(2) S.I.1994/2353.

Status: This is the original version (as it was originally made).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 5th April 1995

Andrew Mackay
Timothy Wood
Two of the Lords Commissioners of Her
Majesty's Treasury

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SCHEDULE

Regulation 2

Item	Column <i>A</i>	Column <i>B</i>
	New Fee	Old Fee
	£	£
Officers' Time		
1.	For an officer of the Public Record Office to provide a service away from the office eg attending court and delivering documents, in addition to the actual travelling expenses properly incurred, for each day or part of a day.	344.00 170.21
Research		
2.1.	For any piece of Census research among the Census returns in the Public Record Office	15.00 10.00
2.2.	For any piece of research, other than Census research, for each hour for each enquiry.	30.00
Microfilming of records		
3.1.	For 35 mm silver duplicate microfilm of records, where there is no existing negative film	
	(i) at a rate of 120 frames per hour	
	Per exposure	0.45 0.44
	Per hour	54.00 52.80
	(ii) at a rate of less than 120 frames per hour	
	Minimum charge	39.00 38.00
3.2.	For 35 mm silver duplicate microfilm of records, where there is no existing negative film, supplied for commercial purposes—	
	(i) at a rate of 120 frames per hour	
	Per exposure	0.61 0.60
	Per hour	73.00 72.00
	(ii) at a rate of less than 120 frames per hour	
	Minimum charge	61.00 60.00
3.3.	For 35 mm silver duplicate microfilm from existing negative film—	

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		Column <i>A</i>	Column <i>B</i>
(i)	For each reel of 30.5 m of consecutive frames	46.36	46.00
(ii)	For each run of consecutive frames		
	Per metre	1.90	1.90
	Minimum charge	22.00	22.00
(iii)	Where supplied for commercial purposes, for each reel of 30.5 m of consecutive frames	202.00	200.00
(iv)	Where supplied for commercial purposes, for each run of consecutive frames		
	Per metre	6.65	6.70
	Minimum charge	77.00	79.00
3.4.	For 35 mm Diazo duplicate microfilm from existing negative film—		
(i)	For each reel of 30.5 m of consecutive frames	24.10	27.60
(ii)	For each run of consecutive frames		
	Per metre	1.00	1.15
	Minimum charge	12.00	14.00
Microfiche copies of records			
4.1.	For Diazo microfiche of records, where there is no existing negative microfiche—		
	Per frame	0.30	0.25
	Minimum charge	29.00	24.50
4.2.	For Diazo microfiche of records, where there is no existing negative microfiche, supplied for commercial purposes—		
	Per frame	0.38	0.32
	Minimum charge	37.00	31.36
4.3.	For duplicate Diazo microfiche supplied from existing masters—		
	Per fiche	2.50	2.65
4.4.	For duplicate Diazo microfiche supplied for commercial purposes, from existing masters—		

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		Column <i>A</i>	Column <i>B</i>
	Per fiche	8.75	9.20
Electrostatic copies of records			
5.1.	For direct copies of original documents—		
	(i) Monochrome Per print A3 sheet	0.31	0.31
	(ii) Monochrome Per print A2 sheet	0.52	0.52
	(iii) Colour A4 Per print sheet	2.00	
	(iv) Colour A3 Per print sheet	4.00	
	(v) Colour A2 Per print sheet	19.00	
	(vi) Colour A1 Per print sheet	38.00	
	(vii) Additional Per hour charge where copying is difficult due to the nature of the document	18.00	
5.2.	For prints from existing microfilm—		
	Per print	0.45	0.47
5.3.	For prints from microfilm where no negative exists—		
	(i) Filmed at a rate of 18 frames per hour or more		
	Per print	2.50	2.23
	Minimum charge	5.00	
	(ii) Filmed at a rate of less than 18 frames per hour		
	Per hour	45.00	40.14
5.4.	For prints from existing microfilm (self-service)—		
	Per print	0.25	0.25
Bromide prints from microfilm			
6.	For bromide prints from microfilm—		

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			Column <i>A</i>	Column <i>B</i>
(i)	20.3cm by 25.4cm	Per Print	7.00	6.00
(ii)	30.5cm by 40.6cm	Per Print	9.00	7.80
(iii)	40.6cm by 50.8cm	Per Print	10.00	8.58
(iv)	50.8cm by 61.0cm	Per Print	12.00	10.61
(v)	Additional charge for up to 50.8cm by 61cm reproduced to actual size	Per Print	2.91	2.91
(vi)	Additional charge where printing is difficult due to the nature of the document	Per hour	18.00	

Photographs of records

7.1.	For monochrome prints—			
		20.3cm * 25.4cm	8.54	8.54
		30.5cm * 40.6cm	9.00	9.00
		40.6cm * 50.8cm	9.60	9.60
		50.8cm * 61.0cm	10.87	10.87
		61.0cm * 76.2cm	12.10	12.10
		76.2cm * 102.0cm	12.64	12.64
		89.0cm * 127.0cm	18.40	18.40
		102.0cm * 152.4cm	25.30	25.30
	Where no negative exists, for an external photographic service,	per negative	20.00	

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		Column <i>A</i>	Column <i>B</i>
7.2.	For colour prints—		
	12.7cm * 17.8cm	19.63	19.63
	15.2cm * 20.3cm	22.20	22.20
	20.3cm * 25.4cm	28.30	28.30
	Where no negative exists, for an external photographic service,	per negative 20.00	
Miscellaneous reprographic charges			
8.1.	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	18.00	18.00
8.2.	Work requiring special attention or any reprographic service not mentioned in this schedule and which the Public Record Office is able to undertake and supply for commercial purposes—		
	Per hour of staff time	29.00	29.00
8.3.	Handling charge—		
	Per document or film	3.00	2.35
8.4.	Packing — in addition to any postal charges properly incurred—		
	(i) A3 Envelope	1.00	0.33
	(ii) Tube	2.00	
	(iii) Parcel/Box paper or fiche	1.50	
	(iv) Parcel/Box Microfilm	3.50	
Transparencies/Negatives			
9.1.	For the hire of colour transparencies — for each transparency		
	(i) 35mm	42.00	

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	(ii) ¼ plate and below	47.00	
	(iii) ½ plate and below	53.00	
	(iv) Whole plate	65.00	
9.2.	For the hire of black and white negatives—		
	(i) 35mm	27.00	
	(ii) ¼ plate and below	32.00	
	(iii) 12; plate and below	35.00	
	(iv) Whole plate	42.00	
9.3.	Where no negative exists, for an external photographic service,	per negative 20.00	
9.4.	Additional photographic charge for a 24 hour service		
	(i) Colour	30.00	
	(ii) Black and white	15.00	
Authentication of copies of records			
10.	For the authentication of a copy of a record or of an extract from a record, in addition to the charge for the copy, for each sheet	12.00	4.00
Supervision of outside photographers			
11.	For the supervision of an outside photographer by an officer of the Public Record Office for each hour or part of an hour	20.00	16.00
Preparation of records for exhibition			
12.1.	For the preparation of records for display at exhibitions outside the Public Record Office—		
	(i) For documents up to 851 mm by 603 mm	30.50	23.10
	(ii) For documents between 851 mm by 603 mm and 1142 mm by 837 mm	47.50	36.30

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	(iii) For documents between 1142 mm by 837 mm and 1676 mm by 1142 mm	68.20	51.70
	(iv) For documents larger than 1676 mm by 1142 mm, for each additional 300 mm or part of 300 mm on either dimension	1.40	1.30
	(v) In addition to the fees (i) to (iv) above, where the notice given of the requirement is three months or less	50.00	
12.2.	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	23.00	19.80
12.3.	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.	23.00	19.80
Seals			
13.1.	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	30.25	30.25
	Wax	42.35	42.35
	(ii) Seals between 50 mm and 100 mm in diameter		
	Resin	30.80	30.80
	Wax	44.55	44.55
	(iii) Seals over 100 mm in diameter		
	Resin	31.35	31.35
	Wax	47.85	47.85
13.2.	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	81.95	81.95
	Wax	93.50	93.50

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	Column <i>A</i>	Column <i>B</i>
(ii) Seals between 50 mm and 100 mm in diameter		
Resin	86.35	86.35
Wax	99.55	99.55
(iii) Seals over 100 mm in diameter		
Resin	89.10	89.10
Wax	106.00	106.00

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations revoke the Public Record Office (Fees) Regulations 1994 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.