

SCHEDULE 1

Rule 3

Fees Payable

Fees listed are exclusive of Value Added Tax.

Fees listed relate to optional products and services offered in addition to free access to records currently provided by the Office.

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<i>No. of Fee</i>	<i>Item</i>	<i>Amount of Fee</i>
Search and administration fees		
1.	For PRONI staff searching for specified information in the records (excluding any additional fees incurred), for each 15 minutes expended.	£19.92
2.	For PRONI staff administering orders for copying records (excluding any additional fees incurred), for each 15 minutes expended.	£9.33
Reprographic fees		
<i>Self-service copying (excluding any additional fees incurred)</i>		
3.	For using equipment provided in the search room or in the reading room for the use of visitors to produce a single paper copy up to and including A3.	£0.25
4.	For using equipment provided in the search room or in the reading room for the use of visitors to make a single digital download.	£0.25
<i>Paper copies of original documents per sheet</i>		
5.	A4/A3 sheet.	£4.00
6.	A2 sheet.	£10.75
7.	A1 sheet.	£14.92
8.	AO sheet.	£23.17
<i>Digital images provided electronically. Charge per image (excluding any additional fees incurred)</i>		
9.	For providing a single digital copy of a digital image held by the Office.	£2.83
10.	For creating and providing a single digital image of an original record held by the Office.	£3.92
Reprographic orders requiring special attention		
11.	For producing copies of more than 100 different pages required for a single order (excluding any additional fees incurred), for each 15 minutes expended.	£8.42
12.	For any necessary preparation of records prior to copying (excluding any additional fees incurred), for each 15 minutes expended.	£10.58

Status: This is the original version (as it was originally made).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

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<i>No. of Fee</i>	<i>Item</i>	<i>Amount of Fee</i>
13.	For any necessary digital enhancement required to produce a legible copy (excluding any additional fees incurred), for each 15 minutes expended.	£10.00
	Authentication of other copies and records	
14.	For certification of a copy of a page or part of a page of any record (excluding any additional fees incurred).	£3.17
15.	For attending a place other than the Office to produce and verify the authenticity of a record or any part of a record (excluding any additional fees incurred), for each 15 minutes expended.	£11.33
	Postage and packaging	
16.	Postage and packaging to be charged at cost subject to the minimum charge specified.	Minimum charge £1.00
	Costs incurred for sub-contracted or indirect services or goods	
17.	For services or goods provided by a 3rd party. To be quoted at full 3rd party costs.	Full cost
	Replacement visitor pass	
18.	To replace a Visitor Pass issued under rule 5.	£8.33

SCHEDULE 2

Rule 4

Directions to be included in the Code of Conduct

- Visitors will be responsible for the security of documents produced to them.
- Visitors will be responsible for the safe handling of documents produced to them.
- Visitors will bring only items specified in the Code of Conduct into the search room and reading room.
- Visitors will extend respect and courtesy to others in the Office.
- Visitors will abide by all health, safety and safeguarding requirements of the Office.