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SCOTTISH STATUTORY INSTRUMENTS

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**2003 No. 234**

**REGISTERS AND RECORDS**

**Act of Sederunt (Fees in the  
National Archives of Scotland) 2003**

*Made* - - - - - *2nd April 2003*

*Coming into force* - - - - - *7th April 2003*

The Lords of Council and Session, under and by virtue of the powers conferred by section 10 of the Public Records (Scotland) Act 1937(1), and of all other powers enabling them in that behalf, and with the approval of the Scottish Ministers(2), do hereby enact and declare:

**Citation and commencement**

1.—(1) This Act of Sederunt may be cited as the Act of Sederunt (Fees in the National Archives of Scotland) 2003, and shall come into force on 7th April 2003.

(2) This Act of Sederunt shall be inserted in the Books of Sederunt.

**Fees in the National Archives of Scotland**

2. The fees payable in the National Archives of Scotland(3) in respect of the matters specified in column 1 of the Table of Fees in the Schedule to this Act of Sederunt shall be the fees specified in relation to these matters in columns 1 and 2 of that Table, and are so payable from the date this Act of Sederunt comes into force.

**Revocation**

3. The Act of Sederunt (Fees in the Scottish Record Office) 1990(4) is hereby revoked.

Edinburgh  
28th March 2003

*W DOUGLAS CULLEN*  
Lord President I.P.D.

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(1) 1937 c. 43. Section 10 was amended by section 1(7) of the Public Registers and Records (Scotland) Act 1948 (c. 57).  
(2) The functions of the Secretary of State are devolved to the Scottish Ministers by virtue of the Scotland Act 1988, section 53.  
(3) The Keeper of the Records of Scotland is supported in the discharge of his functions under the Public Records (Scotland) Act 1937 (c. 43) by the National Archives of Scotland, an office formerly known as the Scottish Record Office.  
(4) S.I.1990/44.

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We approve

St. Andrew's House, Edinburgh.  
2nd April 2003

*JAMES WALLACE*  
A member of the Scottish Executive

SCHEDULE

Article 2

TABLE OF FEES

PART I  
INSPECTION FEES

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| <i>Column 1</i>  | <i>Column 2</i> |
|--|-----------------|
| For the inspection of each volume, document or process, and the production of associated copies for each document or process therein | £5.00           |

*Note:* Fees are remitted for the inspection of records for historical or literary purposes in terms of section 10 of the Public Records (Scotland) Act 1937.

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PART II  
SEARCH FEES

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| <i>Column 1</i>                                       | <i>Column 2</i> |
|---|-----------------|
| For personal searches in the records, for each search | £40.00          |

*Notes:*

- (1) The Keeper of the Records of Scotland may carry out a search in the records of the National Archives of Scotland for any person, and for any such search the Keeper shall—
  - (i) impose an additional charge based on the cost of carrying out that search, which cost shall include the cost of any copying requested or required as part of that search;
  - (ii) provide an estimate to that person of the amount of that additional charge; and
  - (iii) require that person to pay a deposit of a sum not exceeding £40 before carrying out that search.
- (2) The Keeper of the Records of Scotland may reduce or waive the charge or deposit payable for any search.

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## PART III COPYING FEES

| <i>Column 1</i>   | <i>Column 2</i>     |
|---|---------------------|
| <p><b>1.</b> Reprographic services, including digital images and output to microfilm and microfiche, are provided on a cost recovery basis, and National Archives of Scotland will provide an estimate of the cost on request</p> <p><i>Notes:</i></p> <p>(1) A minimum charge of £5.00 will be payable for any of the above services.</p> <p>(2) An additional charge may be payable for work of unusual difficulty, or requiring special attention.</p> <p>(3) National Archives of Scotland reserve the right to decline microfilm orders, and to retain the master negative of any microfilm.</p> | <p>As estimated</p> |
| <p><b>2.</b> Authentication:</p> <p>For each extract or certified copy, in addition to the reprographic charge and handling charge.</p> <p><i>Notes:</i></p> <p>(1) Copying is undertaken solely at the discretion of the Keeper of the Records of Scotland. It will not be undertaken where there is a risk of damage to documents or to bindings of volumes.</p> <p>(2) The Keeper of the Records of Scotland will determine the format of any copy.</p> <p>(3) No authentication will be given for microfilm or for Search Room copies.</p>  | <p>£4.00</p>        |

### EXPLANATORY NOTE

*(This note is not part of the Act of Sederunt)*

This Act of Sederunt makes provision for an increase in fees chargeable by National Archive of Scotland, formerly known as the Scottish Record Office.

Article 2 introduces the Schedule, which lists the services available and the appropriate charges.

Article 3 revokes the Act of Sederunt (Fees in the Scottish Record Office) 1990.

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