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STATUTORY INSTRUMENTS

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**1994 No. 2353**

**PUBLIC RECORDS**

**The Public Record Office (Fees) Regulations 1994**

*Made - - - - 6th September 1994*

*Coming into force - - 1st October 1994*

The Lord Chancellor, in exercise of the powers conferred on him by section 2(5) of the Public Records Act 1958<sup>(1)</sup> 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 1994 and shall come into force on 1st October 1994.

2.—(1) Subject to paragraph (2), 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 the Schedule to these Regulations.

(2) The Keeper of Public Records may remit a fee where the service performed by him is likely to include any research in consequence of a postal inquiry or has been or is likely to be exceptionally simple.

3. The Public Record Office (Fees) Regulations 1992<sup>(2)</sup> are hereby revoked.

Dated 19th August 1994

*Mackay of Clashfern, C.*

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(1) 1958 c. 51.  
(2) S.I.1992/3072.

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We concur,

Dated 6th September 1994

*Andrew Mitchell*  
*Tim Wood*  
Two of the Lords Commissioners of Her  
Majesty's Treasury

## SCHEDULE

Regulation 2(1)

Item	Fee £
<b>Authentication of copies of records</b>	4.00
1. 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	
<b>Attendance at a court</b>	170.21
2. For attendance by an officer of the Public Record Office at any court, in addition to the actual travelling expenses properly incurred, for each day or part of a day	
<b>Research</b>	10.00
3. For any piece of Census research among the Census returns in the Public Record Office undertaken in consequence of a postal inquiry	
<i>For the following services on demand:</i>	
<b>Supervision of camera crews and outside photographers</b>	28.00
4. For the supervision by an officer of the Public Record Office for each hour or part of an hour—	
(i) of camera crews filming	
(ii) of photographers	16.00
<b>Preparation of records for exhibition</b>	23.10
5.1 For the preparation of records for display at exhibitions outside the Public Record Office—	
(i) For documents up to 851 mm by 603 mm	
(ii) For documents between 851 mm by 603 mm and 1142 mm by 837 mm	36.30
(iii) For documents between 1142 mm by 837 mm and 1676 mm by 1142 mm	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	1.30
5.2 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	19.80
5.3 For the repair of documents to a standard appropriate for exhibition or reproduction, in	19.80

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Item	Fee £
addition to the costs of preparing them for display, for each hour of staff time	
<b>Seals</b>	30.25
<b>6.1</b> 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	
Wax	42.35
(ii) Seals between 50 mm and 100 mm in diameter Resin	30.80
Wax	44.55
(iii) Seals over 100 mm in diameter Resin	31.35
Wax	47.85
<b>6.2</b> For the making of casts of seals for which no rubber mould exists, for each side of the seal—	81.95
(i) Seals up to 50 mm in diameter Resin	
Wax	93.50
(ii) Seals between 50 mm and 100 mm in diameter Resin	86.35
Wax	99.55
(iii) Seals over 100 mm in diameter Resin	89.10
Wax	106.00
<b>Microfilms of records</b>	0.44
<b>7.1</b> For 35mm silver duplicate microfilm of records, where there is no existing negative film—	
(i) at a rate of 120 frames per hour Per exposure	
Per hour	52.80
(ii) at a rate of less than 120 frames per hour Minimum charge	38.00
<b>7.2</b> For 35mm silver duplicate microfilm of records, where there is no existing negative film, supplied for commercial purposes—	0.60
(i) at a rate of 120 frames per hour Per exposure	
Per hour	72.00

Item	Fee £
(ii) at a rate of less than 120 frames per hour Minimum charge	60.00
<b>7.3</b> For 35mm silver duplicate microfilm from existing negative film—	46.00
(i) For each reel of 30.5 m of consecutive frames	
(ii) For each run of consecutive frames Per metre	1.90
Minimum charge	22.00
(iii) Where supplied for commercial purposes, for each reel of 30.5 m of consecutive frames	200.00
(iv) Where supplied for commercial purposes, for each run of consecutive frames Per metre	6.70
Minimum charge	79.00
<b>7.4</b> For 35mm diazo duplicate microfilm from existing negative film—	27.60
(i) For each reel of 30.5 m of consecutive frames	
(ii) For each run of consecutive frames Per metre	1.15
Minimum charge	14.00
<b>Microfiche copies of records</b>	0.25
<b>8.1</b> For diazo microfiche of records, where there is no existing negative microfiche— Per frame	
Minimum charge	24.50
<b>8.2</b> For diazo microfiche of records, where there is no existing negative microfiche, supplied for commercial purposes— Per frame	0.32
Minimum charge	31.36
<b>8.3</b> For duplicate diazo microfiche from existing masters— Per fiche	2.65
<b>8.4</b> For duplicate diazo microfiche supplied for commercial purposes, from existing masters— Per fiche	9.20

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Item	Fee £
<b>Electrostatic copies of records</b>	0.31
<b>9.1</b> For direct copies from original documents—	
A3 sheet per print	
A2 sheet per print	0.52
<b>9.2</b> For prints from existing microfilm—	0.47
Per print	
<b>9.3</b> For prints from microfilm where no negative exists—	2.23
(i) Filmed at a rate of 18 frames per hour or more Per print	
(ii) Filmed at a rate of less than 18 frames per hour Per hour	40.14
<b>9.4</b> For prints from existing microfilm (self-service)—	0.25
Per print	
<b>Bromide prints from microfilm</b>	6.00
<b>10.</b> For bromide prints from microfilm—	
(i) 8 inches by 10 inches Per print	
(ii) 12 inches by 16 inches Per Print	
7.80	
(iii) 16 inches by 20 inches Per Print	8.58
(iv) 20 inches by 24 inches Per Print	10.61
(v) Additional charge for up to 20 inches by 24 inches reproduced to actual size Per Print	2.91
<b>Photographs of records</b>	8.54
<b>11.1</b> For monochrome prints—	
8" × 10"	
12" × 15"	9.00
16" × 20"	9.60
20" × 24"	10.87
24" × 30"	12.10
30" × 40"	12.64
35" × 50"	18.40
40" × 60"	25.30
<b>11.2</b> For colour prints—	19.63
5" × 7"	
6" × 8"	22.20

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Item	Fee £
8" × 10"	28.30
<b>Miscellaneous reprographic charges</b>	<b>18.00</b>
<b>12.1</b> 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	
<b>12.2</b> Work requiring special attention or any reprographic service not mentioned in this schedule, which the Public Record Office is able to undertake and supply for commercial purposes— Per hour of staff time	29.00
<b>12.3</b> Handling charge— Per document or film	2.35
<b>12.4</b> Packing— Per package in addition to any postal charges properly incurred	0.33

## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations revoke the Public Record Office (Fees) Regulations 1992 and prescribe a fresh range of fees to be charged for authentication of copies of records and for other services provided by the Public Record Office. New charges are introduced for photographs of records, a service withdrawn in 1991 but now re-introduced. These are listed in paragraph 11 of the Schedule.

The changes to existing fees are as follows:

	New Fee £	Old Fee £
<b>8.1</b> For diazo microfiche of records where there is no existing negative microfiche— Per frame	0.25	0.14
Minimum charge	24.50	13.40
<b>8.2</b> For diazo microfiche of records where there is no existing negative microfiche, supplied for commercial purposes— Per frame	0.32	0.21

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	New Fee £	Old Fee £
Minimum charge	31.36	20.50
<b>9.2</b> For prints from existing microfilm— Per print	0.47	0.59
<b>9.3</b> For prints from microfilm where no negative exists—	2.23	2.35
(i) Filmed at a rate of 18 frames per hour or more Per print		
(ii) Filmed at a rate of less than 18 frames per hour Per hour	40.14	42.30