
STATUTORY INSTRUMENTS

1997 No. 400

PUBLIC RECORDS

The Public Record Office (Fees) Regulations 1997

Made - - - - *18th February 1997*

Coming into force - - *1st April 1997*

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 1997 and shall come into force on 1st April 1997.

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 1996⁽²⁾ are hereby revoked.

Dated 14th February 1997

Mackay of Clashfern, C.

(1) 1958 c. 51.
(2) S.I.1996/575.

Status: This is the original version (as it was originally made).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 18th February 1997

Patrick McLoughlin
Roger Knapman
Two of the Lords Commissioners of Her
Majesty's Treasury

SCHEDULE

Regulation 2

<i>Item</i>	<i>Column A New Fee £</i>	<i>Column B Old Fee £</i>
Officer's Time		
1. For an officer of the Public Record Office to provide a service away from the office e.g. attending court and delivering documents, in addition to the actual travelling expenses properly incurred, for each day or part of a day.	369.00	358.00
Research		
2. For any piece of research, for each 15 minutes for each enquiry.	8.00	8.00
Reader Tickets		
3. For the replacement of a lost ticket.	2.00	2.00
Microfilming of records		
4.1 For 35 mm microfilm of records, where there is no existing copy— Per hour	50.00	50.00
Minimum charge	150.00	150.00
4.2 For 35 mm silver duplicate microfilm from existing film— Per metre (silver)	1.75	1.75
Per metre (diaz)	1.00	1.00
Minimum charge	50.00	50.00
Microfiche copies of records		
5.1 For Diazo microfiche of records, where there is no existing negative microfiche— Per hour	50.00	
Minimum charge	50.00	30.00
5.2 For duplicate Diazo microfiche supplied from existing masters— Per fiche	2.60	2.60
Electrostatic copies of records		
6.1 For direct copies of original documents—	0.35	

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<i>Item</i>	<i>Column A New Fee £</i>	<i>Column B Old Fee £</i>
(i) Monochrome A4 sheet Per print		
(ii) Monochrome A3 sheet Per print	0.40	0.36
(iii) Monochrome A2 sheet Per print	0.62	0.60
(iv) Colour A4 sheet Per print	2.10	2.10
(v) Colour A3 sheet Per print	4.20	4.20
(vi) Colour A2 sheet Per print	19.80	19.80
(vii) Colour A1 sheet Per print	38.50	38.50
(viii) Additional charge where copying is difficult due to the nature of the document Per hour	19.00	19.00
6.2 For prints from existing microfilm— Per print	0.30	0.47
6.3 For prints from microfilm where no negative exists—	2.60	2.60
(i) Filmed at a rate of 18 frames per hour or more Per print		
Minimum Charge	5.20	5.20
(ii) Filmed at a rate of less than 18 frames per hour Per hour	47.00	47.00
6.4 For prints from existing microfilm (self-service)— Per print	0.25	0.26
Bromide prints from microfilm		
7. For bromide prints from microfilm—	7.50	7.28
(i) 20.3 cm by 25.4 cm Per print		
(ii) 30.5 cm by 40.6 cm Per print	9.70	9.40

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<i>Item</i>	<i>Column A New Fee £</i>	<i>Column B Old Fee £</i>
(iii) 40.6 cm by 50.8 cm Per print	10.70	10.40
(iv) 50.8 cm by 61.0 cm Per print	12.90	12.50
(v) Additional charge for up to 50.8 cm by 61 cm reproduced to actual size Per print	3.10	3.00
(vi) Additional charge where printing is difficult due to the nature of the document Per hour	19.00	19.00
Photographs of records		
8.1 For monochrome prints—	8.90	8.90
20.3cm * 25.4cm		
30.5cm * 40.6cm	9.40	9.40
40.6cm * 50.8cm	10.00	10.00
Where no negative exists, for a photographic service per negative	21.00	21.00
8.2 For colour prints—	20.40	20.40
12.7cm * 17.8cm		
15.2cm * 20.3cm	23.10	23.10
20.3cm * 25.4cm	29.40	29.40
Where no negative exists, for a photographic service, per negative	21.00	21.00
8.3 For 35mm colour slides— per slide	11.00	
Miscellaneous reprographic charges		
9.1 Reprographic 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	19.00	18.70
9.2 Handling charge— Per document or film	3.20	3.10

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<i>Item</i>	<i>Column A New Fee £</i>	<i>Column B Old Fee £</i>
9.3 Packing—in addition to any postal charges properly incurred—	1.00	1.00
(i) A3 Envelope		
(ii) Tube	2.10	2.10
(iii) Parcel/Box paper or fiche	1.50	1.50
(iv) Parcel/Box Microfilm	3.60	3.60
9.4 For an estimate of a copying charge requested by post, refundable on the placement of an order to the value of £10.00 or over.	10.00	
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	12.50	12.50
Preparation of records for exhibition		
11.1 For the preparation of records for display at exhibitions outside the Public Record Office—	32.70	31.70
(i) For documents up to 851mm by 603mm		
(ii) For documents between 851mm by 603mm and 1,142mm by 837mm	51.00	49.40
(iii) For documents between 1,142mm by 837mm and 1,676mm by 1,142mm	73.00	71.00
(iv) For documents larger than 1,676mm by 1,142mm, for each additional 300mm or part of 300mm on either dimension	1.60	1.50
(v) In addition to the fees (i) to (iv) above, where the notice given of the	54.00	52.00

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<i>Item</i>	<i>Column A</i> <i>New Fee £</i>	<i>Column B</i> <i>Old Fee £</i>
requirement is three months or less		
11.2 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	25.00	24.00
11.3 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.	25.00	24.00
Seals		
12.1 For the making of casts of seals from an existing rubber mould, for each side of the seal—	31.00	31.00
(i) Seals up to 50mm in diameter		
Resin		
Wax	43.00	43.00
(ii) Seals between 50mm and 100mm in diameter	31.00	31.00
Resin		
Wax	45.00	45.00
(iii) Seals over 100mm in diameter	32.00	32.00
Resin		
Wax	48.00	48.00
12.2 For the making of casts of seals where no existing rubber mould exists, for each side of the seal—	82.00	82.00
(i) Seals up to 50mm in diameter		
Resin		
Wax	94.00	94.00
(ii) Seals between 50mm and 100mm in diameter	87.00	87.00

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<i>Item</i>	<i>Column A New Fee £</i>	<i>Column B Old Fee £</i>
Resin		
Wax	100.00	100.00
(iii) Seals over 100mm in diameter	90.00	90.00
Resin		
Wax	106.00	106.00

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations revoke the Public Record Office (Fees) Regulations 1996 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.