
STATUTORY INSTRUMENTS

1998 No. 599

PUBLIC RECORDS

The Public Record Office (Fees) Regulations 1998

Made - - - - *6th March 1998*
Coming into force - - *1st April 1998*

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 1998 and shall come into force on 1st April 1998.

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 1997⁽²⁾ are hereby revoked.

2nd March 1998

Irvine of Lairg, C.

(1) 1958 c. 51.
(2) S.I.1997/400.

Status: This is the original version (as it was originally made).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,

6th March 1998

Jon Owen Jones
Graham Allen
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	380.00	369.00
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		
Research	8.00	8.00
2. For any piece of research, for each 15 minutes for each enquiry.		
Reader Tickets	2.50	2.00
3. For the replacement of a lost ticket		
Microfilming of records	50.00	50.00
4.1 For 35mm microfilm of records, where there is no existing copy Per hour		
Minimum charge	150.00	150.00
4.2 For 35mm silver duplicate microfilm from existing film— Per metre (silver)	1.60	1.75
Per metre (diaz)	0.90	1.00
Minimum charge	45.00	50.00
Microfiche copies of records	50.00	50.00
5.1 For Diazo microfiche of records, where there is no existing negative microfiche— Per hour		
Minimum charge	50.00	50.00
5.2 For duplicate Diazo microfiche supplied from existing masters— Per fiche	2.60	2.60

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<i>Item</i>	<i>Column A New Fee £</i>	<i>Column B Old Fee £</i>
Electrostatic copies of records at research quality	0.35	0.35
6.1 For direct copies of original documents—		
(i) Monochrome A4 sheet Per print		
(ii) Monochrome A3 sheet Per print	0.40	0.40
(iii) Monochrome A2 sheet Per print	0.70	0.62
(iv) Colour A4 sheet Per print	4.20	2.10
(v) Colour A3 sheet Per print	8.40	4.20
(vi) Colour A2 sheet Per print	19.80	19.80
(vii) Colour A1 sheet Per print	39.60	38.50
(viii) Additional charge where copying is difficult due to the nature of the document Per hour	20.00	19.00
6.2 For prints from existing microfilm Per print	0.35	0.30
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	0.25

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<i>Item</i>	<i>Column A</i> <i>New Fee</i> £	<i>Column B</i> <i>Old Fee</i> £
Bromide prints from microfilm	Service withdrawn	
Photographs of records	8.90	8.90
7.1 For monochrome prints—		
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—	21.00	21.00
per negative		
7.2 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—	21.00	21.00
per negative		
7.3 For 35mm colour slides—	11.00	11.00
per slide		
Miscellaneous reprographic charges	20.00	19.00
8.1 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		
8.2 Handling, packaging, postage and insurance for all postal orders at 10% of the cost of copying work—	2.50	
Minimum charge		
8.3 For an estimate of the cost of copying work to be carried out requested by post, refundable on the placement of an order to the value of £10.00 or over	10.00	10.00

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<i>Item</i>	<i>Column A New Fee £</i>	<i>Column B Old Fee £</i>
Authentication of copies of records	12.50	12.50
<p>9. 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</p>		
Preparation of records for exhibition	33.70	32.70
<p>10.1 For the preparation of records for display at exhibitions outside the Public Records Office—</p> <p style="padding-left: 40px;">(i) For documents up to 851mm by 603mm</p> <p style="padding-left: 20px;">(ii) For documents between 851mm by 603mm and 1142mm by 837mm</p> <p style="padding-left: 20px;">(iii) For documents between 1142mm by 837mm and 1676mm by 1142mm</p> <p style="padding-left: 20px;">(iv) For documents larger than 1676mm by 1142mm, for each additional 300mm or part of 300mm on either dimension</p> <p style="padding-left: 20px;">(v) In addition to the fees (i) to (iv) above, where the notice given of the requirement is three months or less</p>	53.00	51.00
	75.00	73.00
	1.60	1.60
	55.00	54.00
10.2 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	26.00	25.00
10.3 For the repair of documents to a standard appropriate for exhibition or reproduction, in addition to the	26.00	25.00

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costs of preparing them for display, for each hour of staff time		
Seals	31.00	31.00
11.1 For the making of casts of seals from an existing rubber mould, for each side of the seal—		
(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
11.2 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
Resin		
Wax	100.00	100.00
(iii) Seals over 100mm in diameter	90.00	90.00
Resin		
Wax	106.00	106.00

Datasets

(Datasets are any form of structured computer-

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readable data. Examples of datasets are survey files, databases and geographical information systems. For the purposes of these fees, the term 'datasets' includes dataset documentation.)		
12.1 Electronic copies of Datasets per order—	150.00	
(i) Per dataset or part thereof		
(ii) Per additional different dataset or part thereof	30.00	
Plus for the following media—	25.00	
(iii) Per writeable CD (Compact Disc)		
(iv) Per DAT (Digital Audio Tape) tape	25.00	
(v) Per Exabyte tape	50.00	
(vi) Per DLT (Digital Linear Tape) cassette	40.00	
(vii) Per 3490 cartridge	20.00	
(viii) Per 3.5 inch disk	5.00	
Plus, if applicable, additional fee for subsetting data—	0.50	
(ix) Per Megabyte of input data processed		
12.2 Copies of Datasets delivered via network transfer—	50.00	
For types of transfer—		
(i) Delayed transfers via FTP (File Transfer Protocol) Per dataset		
Plus per 10 Megabytes or part thereof	0.06	

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(ii) Transfer via MIME (Multipurpose Internet Messaging Extensions) Per dataset	100.00	
Plus per Megabyte or part thereof	15.00	
(iii) Realtime transfers via HTTP (HyperText Transport Protocol) Per dataset	150.00	
Plus per 10 Megabytes or part thereof	0.10	
Plus, if applicable, additional fee for subsetting data—	0.50	
(iv) Per Megabyte of input data processed		
12.3 Copies of Datasets or parts thereof on paper—	0.40	
(i) A4 Monochrome Per page		
(ii) A3 Monochrome Per page	0.48	
(iv) A4 Colour Per page	1.60	
12.4 Authentication copies of records	of 250.00	
(i) Electronic copies		
Plus twice the media fee in 12.1		
Per copy		
(ii) Paper copies Per page	12.50	
12.5 Searches	12.00	
For any piece of research, for each 15 minutes or part thereof for each enquiry		
12.6 Miscellaneous	10.00	

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<i>Item</i>	<i>Column A</i> <i>New Fee</i> £	<i>Column B</i> <i>Old Fee</i> £
(i) For an estimate of a fee in respect of item 12, refundable on the placement of an order to the value of £10.00 or over		
(ii) Packaging of orders—	1.00	
Envelope		
Box (all media except DLT and 3490)	5.00	
Box (DLT/3490)	15.00	
(iii) Postage to be charged at cost		
(iv) Replacement of lost password or user ID	5.00	

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations revoke the Public Record Office (Fees) Regulations 1997 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.