

**2001 No. 704**

**PUBLIC RECORDS**

**The Public Record Office (Fees) Regulations 2001**

*Made - - - - - 5th March 2001*

*Coming into force - - - - - 1st April 2001*

The Lord Chancellor, in exercise of the powers conferred on him by section 2(5) of the Public Records Act 1958(a), and with the concurrence of the Treasury, makes the following Regulations:

**1.** These Regulations may be cited as the Public Record Office (Fees) Regulations 2001 and shall come into force on 1st April 2001.

**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 of the Schedule.

(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) (No. 2) Regulations 1999(b) and the Public Record Office (Fees) (Amendment) Regulations 2000(c) are revoked.

Signed by authority of the Lord Chancellor

1st March 2001

We consent

5th March 2001

*Willy Bach*  
Parliamentary Secretary  
Lord Chancellor's Department

*Jim Dowd*  
*Greg Pope*  
Two of the Lords Commissioners of Her Majesty's Treasury

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(a) 1958 c. 51.  
(b) S.I. 1999/3298.  
(c) S.I. 2000/964.

## SCHEDULE

Regulation 2

Item	<i>Column A</i>	<i>Column B</i>
	New Fee £	Old Fee £
<b>Officer's Time</b>		
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.	400.00	390.00
<b>Research</b>		
2. For any piece of research, for each 15 minutes for each enquiry.	12.50	10.00
<b>Reader Tickets</b>		
3. For the replacement of a lost ticket.	2.50	2.50
<b>Microfilming of records</b>		
4.1 For 35 mm microfilm of records, where there is no existing copy:		
Per hour	58.00	58.00
Minimum charge	175.00	175.00
4.2 For 35 mm silver duplicate microfilm from existing film:		
Per metre (silver)	1.60	1.60
Per metre (diaz)	0.90	0.90
Minimum charge	45.00	45.00
<b>Microfiche copies of records</b>		
5.1 For Diazo microfiche of records, where there is no existing negative microfiche:		
Per hour	58.00	58.00
Minimum charge	58.00	58.00
5.2 For duplicate Diazo microfiche supplied from existing masters:		
Per fiche	2.60	2.60
<b>Paper copies of records at research quality</b>		
6.1 For direct monochrome copies of original documents:		
(i) A4 sheet Per print	0.35	0.35
(ii) A3 sheet Per print	0.40	0.40
(iii) A2 sheet Per print	0.70	0.70
6.2 For monochrome prints from digital scans of documents:		
(i) Self-service prints Per print	0.30	
(ii) A4 sheet Per print	2.00	2.00
(iii) A3 sheet Per print	2.60	2.60
(iv) A2 sheet Per print	12.10	12.10
(v) A1 sheet Per print	14.00	14.00
(vi) AO sheet Per print	18.70	18.70
6.3 For monochrome prints from existing microfilm:		
Per print	0.35	0.35
6.4 For prints from existing microfilm (self-service):		
Per print	0.25	0.25
6.5 For colour prints from digital scans of documents:		
(i) A4 sheet Per print	4.20	4.20
(ii) A3 sheet Per print	8.40	8.40
(iii) A2 sheet Per print	19.80	19.80
(iv) A1 sheet Per print	39.60	39.60
(v) AO sheet Per print	79.20	79.20

Item	<i>Column A</i>	<i>Column B</i>
	New Fee £	Old Fee £
<b>Digital copies of records at research quality</b>		
7. For copies transferred via Internet or via CD-ROM:		
(i) Monochrome A4 Per image	7.40	7.40
(ii) Monochrome A3 Per image	7.40	7.40
(iii) Monochrome A2 Per image	9.70	9.70
(iv) Monochrome A1 Per image	10.40	10.40
(v) Monochrome AO Per image	13.20	13.20
(vi) Colour A4 Per image	9.90	9.90
(vii) Colour A3 Per image	9.90	9.90
(viii) Colour A2 Per image	12.10	12.10
(ix) Colour A1 Per image	14.00	14.00
(x) Colour AO Per image	18.70	18.70
Plus for the following media:		
(xi) Per CD-ROM	29.50	29.50
<b>Photographs of records</b>		
8.1 For monochrome prints:		
20.3cm * 25.4cm	9.20	9.20
30.5cm * 40.6cm	9.70	9.70
40.6cm * 50.8cm	10.30	10.30
50.8cm * 60.9cm	15.50	15.50
Where no negative exists, for a black and white ultra violet photography service:		
Per negative	25.00	25.00
8.2 For colour prints:		
20.3cm * 25.4cm	16.75	16.75
30.5cm * 40.6cm	24.98	24.98
40.6cm * 50.8cm	32.03	32.03
50.8cm * 60.9cm	42.60	42.60
Where no negative exists, for a photographic service.		
Per negative	21.60	21.60
8.3 For 35mm colour slides:		
Per slide	11.30	11.30
8.4 Handling, packaging, postage and insurance for all postal orders at 10% of the cost of photographic work.		
<b>Miscellaneous reprographic charges</b>		
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	20.00	20.00
9.2 Packing and handling:		
Per package of 10kg	4.00	
Minimum charge	4.00	
Postage and insurance to be charged at cost.		
9.3 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

Item	<i>Column A</i>	<i>Column B</i>
	New Fee £	Old Fee £
<b>Authentication of copies of records</b>		
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.	21.00	20.00
<b>Preparation of records for exhibition</b>		
11.1 For the preparation of records for display at exhibitions outside the Public Record Office:		
(i) For documents up to 851 mm by 603 mm	33.70	33.70
(ii) For documents between 851 mm by 603 mm and 1142 mm by 837 mm	53.00	53.00
(iii) For documents between 1142 mm by 837 mm and 1676 mm by 1142 mm	75.00	75.00
(iv) For documents larger than 1676 mm by 1142 mm, for each additional 300 mm or part of 300 mm on either dimension	1.60	1.60
(v) In addition to the fees (i) to (iv) above, where the notice given of the requirement is three months or less	55.00	55.00
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.	26.00	26.00
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.	26.00	26.00
<b>Seals</b>		
12.1 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	31.00	31.00
Wax	43.00	43.00
(ii) Seals between 50 mm and 100 mm in diameter		
Resin	31.00	31.00
Wax	45.00	45.00
(iii) Seals over 100 mm in diameter		
Resin	32.00	32.00
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:		
(i) Seals up to 50 mm in diameter		
Resin	82.00	82.00
Wax	94.00	94.00
(ii) Seals between 50 mm and 100 mm in diameter		
Resin	87.00	87.00
Wax	100.00	100.00
(iii) Seals over 100 mm in diameter		
Resin	90.00	90.00
Wax	106.00	106.00

### Datasets

(Datasets are any form of structured, computer-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)

Item	<i>Column A</i>	<i>Column B</i>
	New Fee £	Old Fee £
13.1 Electronic copies of Datasets and Dataset Documentation per order:		
(i) Per dataset or part thereof	50.00	50.00
(ii) Per additional different dataset or part thereof	30.00	30.00
Plus for the following media:		
(iii) Per writeable CD	25.00	25.00
(iv) Per DAT tape	25.00	25.00
(v) Per Exabyte tape	50.00	50.00
(vi) Per DLT cassette	40.00	40.00
(vii) Per DVD	75.00	75.00
(viii) Per 3.5 inch disk	5.00	5.00
Plus, if applicable, additional fee for subsetting data:		
(ix) Per Megabyte of input data processed	0.50	0.50
13.2 Copies of Datasets and Dataset Documentation delivered via network transfer:		
For types of transfer:		
(i) Delayed transfers via FTP (File Transfer Protocol)		
Per dataset	50.00	50.00
Plus per 10 Megabytes or part thereof	0.06	0.06
(ii) Transfers via Internet e-mail using MIME (Multipurpose Internet Messaging Extensions)		
Per dataset	100.00	100.00
Plus per Megabyte or part thereof	15.00	15.00
(iii) Realtime transfers via HTTP (HyperText Transfer Protocol)		
Per dataset	150.00	150.00
Plus per 10 Megabytes or part thereof	0.10	0.10
Plus, if applicable, additional fee for subsetting data:		
(iv) Per Megabyte of input data processed	0.50	0.50
13.3 Copies of Dataset Documentation on paper or printouts of datasets or parts thereof:		
(i) A4 Monochrome	Per page	0.40
(ii) A3 Monochrome	Per page	0.48
(iii) A4 Colour	Per page	3.50
13.4 Authentication of copies of records or extracts of records, in addition to the charge for the copy		
(i) Electronic copies	Per copy	250.00
Plus twice the media fee in 13.1		
(ii) Paper copies	Per page	20.00
13.5 Paid Dataset Searches		
For any piece of research, for each 15 minutes or part thereof for each enquiry:	12.00	12.00
13.6 Miscellaneous		
(i) For providing an estimate of a fee in respect of item 13, refundable if an order of greater than £10.00 is received	10.00	10.00
(ii) Packaging of orders:		
Envelope	1.00	1.00
Box (all media except DLT and 3490)	5.00	5.00
(iii) Postage to be charged at cost		
(iv) Replacement of lost password or user ID	2.50	2.50

Item	<i>Column A</i>	<i>Column B</i>
	New Fee £	Old Fee £
<b>Internet Access</b>		
14.1 For Internet Access provided on the premises of the Public Record Office	Per half hour	1.00
<b>Census Charges</b>		
(15.1 to 15.8 are subject to the minimum charge set out in 15.9 below)		
15.1 To view an image of a Census page	Per image	0.80
15.2 To view transcribed data	Per person	0.40
	Per household	0.90
15.3 To view a list of persons in a vessel (Merchant and Royal Navy)	Per list	0.50
15.4 To view transcribed data for a person in a vessel (Merchant and Royal Navy)	Per person	0.40
15.5 To view a list of persons in an institution	Per list	0.50
15.6 To view transcribed data for a person in an institution	Per person	0.40
15.7 Research quality A3 print of an electronic image at Public Record Office (self service)	Per image	0.25
15.8 Research quality A3 print of electronic image by post, including packing and handling	Per image	0.50
Postage to be charged at cost	Minimum postage charge	2.50
15.9 Minimum charge for any or a combination of 15.1 to 15.8 above.		5.00

## **EXPLANATORY NOTE**

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

These Regulations revoke the Public Record Office (Fees) (No. 2) Regulations 1999 and the Public Record Office (Fees) (Amendment) Regulations 2000 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.

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