
STATUTORY INSTRUMENTS

2003 No. 871

PUBLIC RECORDS

The Public Records Office (Fees) Regulations 2003

Made - - - - *17th March 2003*

Coming into force - - *14th April 2003*

The Lord Chancellor, in exercise of the powers conferred upon him by section 2(5) of the Public Records Act 1958⁽¹⁾, and with the concurrence of the Treasury, makes the following Regulations:

1. These Regulations may be cited as the Public Records Office (Fees) Regulations 2003 and shall come into force on 14th April 2003.

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 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 a period of time, the full charge shall be payable in respect of part of that period.

(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 2001⁽²⁾ are revoked.

Signed by authority of the Lord Chancellor

Dated 14th March 2003

Rosie Winterton
Parliamentary Secretary
Lord Chancellor's Department

(1) 1958 c. 51.
(2) S.I. 2001/3462.

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We consent

Dated 17th March 2003

Nick Ainger
Jim Fitzpatrick
Two of the Lords Commissioners of Her
Majesty's Treasury

SCHEDULE 1

Regulation 2

| <i>Item</i> | <i>Column A</i> <i>New Fee £</i> | <i>Column B</i> <i>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 | 400.00 400.00 |
| Research | | |
| 2. | For any piece of research, for each 15 minutes for each enquiry | 12.50 12.50 |
| Reader Tickets | | |
| 3. | For the replacement of a lost ticket | 2.50 2.50 |
| Microfilming of records | | |
| 4.1 | For 35mm microfilm of records, where there is no existing copy: | |
| | Per hour | 58.00 58.00 |
| | Minimum charge | 175.00 175.00 |
| 4.2 | For 35mm silver duplicate microfilm from existing film: | |
| | Per metre (silver) | 1.60 1.60 |
| | Per metre (Diazo) | 0.90 0.90 |
| | Minimum charge | 45.00 45.00 |
| Microfiche copies of records | | |
| 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 |
| Paper copies of records at research quality | | |
| 6.1 | For direct monochrome copies of original documents: | |

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| <i>Item</i> | | | <i>Column A New Fee £</i> | <i>Column B Old Fee £</i> |
|-------------|--|---------------------------|-------------------------------|-------------------------------|
| | (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 | 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 |
| | (vii) A4 sheet | Per print on glossy paper | 9.70 | — |
| | (viii) A3 sheet | Per print on glossy paper | 10.60 | — |
| | (ix) A2 sheet | Per print on glossy paper | 11.30 | — |
| 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 |
| | (vii) A4 sheet | Per print on glossy paper | 17.75 | — |
| | (viii) A3 sheet | Per print on glossy paper | 29.98 | — |
| | (ix) A2 sheet | Per print on glossy paper | 35.53 | — |

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| <i>Item</i> | <i>Column A</i> <i>New Fee £</i> | <i>Column B</i> <i>Old Fee £</i> |
|--|--|-------------------------------------|
| Digital copies of records at research quality | | |
| 7. | For copies transferred via internet email or via CD-ROM: | |
| (i) Monochrome Per image A4 | 7.40 | 7.40 |
| (ii) Monochrome Per image A3 | 7.40 | 7.40 |
| (iii) Monochrome Per image A2 | 9.70 | 9.70 |
| (iv) Monochrome Per image A1 | 10.40 | 10.40 |
| (v) Monochrome Per image AO | 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 | 10.00 | 29.50 |
| Plus for scanning at high resolution: | | |
| (xii) A4 (maximum resolution 600 dpi) | 1.30 | — |
| (xiii) A3 (maximum resolution 400 dpi) | 2.00 | — |
| (xiv) A2 (maximum resolution 300 dpi) | 2.60 | — |
| (xv) A1 (maximum resolution 200 dpi) | 3.30 | — |

Photographs of records

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|---|--|-------------------------------|-------------------------------|
| 8.1 | For monochrome prints: | | |
| | 20.3cm × 25.4cm | 9.70 | 9.70 |
| | 30.5cm × 40.6cm | 10.60 | 10.60 |
| | 40.6cm × 50.8cm | 11.30 | 11.30 |
| | 50.8cm × 60.9 cm | 16.70 | 16.70 |
| 8.2 | Where no negative exists, for a black and white ultra violet photography service: | | |
| | Per negative | 25.00 | 25.00 |
| 8.3 | For colour prints from a colour negative: | | |
| | 20.3cm × 25.4cm | 17.75 | 17.75 |
| | 30.5cm × 25.4cm | 22.36 | 22.36 |
| | 30.5cm × 40.6cm | 26.98 | 26.98 |
| | 40.6cm × 50.8cm | 35.53 | 35.53 |
| | 50.8cm × 60.9cm | 46.60 | 46.60 |
| 8.4 | For colour prints from a colour transparency: | | |
| | 20.3cm × 25.4cm | 21.00 | 21.00 |
| | 30.5cm × 25.4cm | 26.00 | 26.00 |
| | 30.5cm × 40.6cm | 35.00 | 35.00 |
| | 40.6cm × 50.8cm | 44.00 | 44.00 |
| | 50.8cm × 60.9cm | 54.00 | 54.00 |
| 8.5 | Where no colour negative exists, for a photographic service: | | |
| | Per negative | 21.60 | 21.60 |
| 8.6 | For 35mm colour slides: | | |
| | Per slide | 12.40 | 12.40 |
| 8.7 | Handling, packaging, postage and insurance for all postal orders at 10% of the cost of photographic work. | | |
| Miscellaneous reprographic charges | | | |
| 9.1 | Reprographic work requiring special attention or any reprographic service not mentioned in this schedule and | | |

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| | which the Public Record Office is able to undertake: | |
| | Per hour of staff time | 20.00 |
| 9.2 | Postage and insurance to be charged at cost. | 20.00 |
| 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 at least the value of this charge: | |
| | Per hour of staff time | 20.00 |
| | | — |
| 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 | 21.00 |
| | | 21.00 |
| Preparation of records for exhibition | | |
| 11.1 | For the preparation of records for display at exhibitions outside the Public Record Office: | |
| | (i) For documents up to 851mm × 603mm | 33.70 |
| | | 33.70 |
| | (ii) For documents between 851mm × 603mm and 1142mm × 837mm | 53.00 |
| | | 53.00 |
| | (iii) For documents between 1142mm × 837mm and 1676mm × 1142mm | 75.00 |
| | | 75.00 |
| | (iv) For documents larger than 1676mm × 1142mm, for each additional 300mm or part of 300mm 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 |

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|--------------|---|-------------------------------|-------------------------------|
| 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 |
| Seals | | | |
| 12.1 | 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 | 31.00 | 31.00 |
| | Wax | 43.00 | 43.00 |
| | (ii) Seals between 50mm and 100mm in diameter: | | |
| | Resin | 31.00 | 31.00 |
| | Wax | 45.00 | 45.00 |
| | (iii) Seals over 100mm in diameter: | | |
| | Resin | 32.00 | 32.00 |
| | 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: | | |
| | (i) Seals up to 50mm in diameter: | | |
| | Resin | 82.00 | 82.00 |
| | Wax | 94.00 | 94.00 |
| | (ii) Seals between 50mm and 100mm in diameter: | | |
| | Resin | 87.00 | 87.00 |
| | Wax | 100.00 | 100.00 |
| | (iii) Seals over 100mm 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.)

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|-------------|--|-------------------------------------|
| 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 email 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 |

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| 13.3 | Copies of dataset documentation on paper or printouts of datasets or parts thereof: | | |
| | (i) A4 Monochrome Per page | 0.40 | 0.40 |
| | (ii) A3 Monochrome Per page | 0.48 | 0.48 |
| | (iii) A4 Colour Per page | 3.50 | 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 | 250.00 |
| | Plus twice the media fee in 13.1. | | |
| | (ii) Paper copies Per page | 20.00 | 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 |
| Internet Access | | | |
| 14.1 | For internet access provided on the premises of the Public Record Office: | | |
| | Per half hour | 1.00 | 1.00 |
| Census Charges | | | |
| (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: | | |

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|-------------|--|-------------------------------------|
| | Per image | 0.75 |
| 15.2 | To view transcribed data: | 0.80 |
| | Per person | 0.50 |
| | Per household | 1.00 |
| 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 | 0.50 |
| 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 | 0.50 |
| 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 |
| 15.10 | The above charges may be paid by credit card or prepaid voucher. | 5.00 |
| | (i) Vouchers purchased between the values of £100.00 to £499.00 will receive a discount of 10%. | |
| | (ii) Vouchers purchased between the values of £500.00 to £999.00 will receive a discount of 15%. | |

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|--|--|------------------|
| | <i>New Fee £</i> | <i>Old Fee £</i> |
| (iii) Vouchers purchased over the value of £1,000.00 will receive a discount of 20%. | | |
| Digital Images other than Census | | |
| 16.1 | To view a digital image on the internet other than Census: | |
| | Per record | |
| | 3.00 | 3.00 |
| Records copying by readers with own cameras | | |
| 17.1 | For space reservation and/or staff supervision, if required: | |
| | For each 15 minutes | |
| | 2.00 | — |

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations revoke the Public Record Office (Fees) (No. 2) Regulations 2001 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.