
STATUTORY INSTRUMENTS

2004 No. 750

PUBLIC RECORDS

The Public Record Office (Fees) Regulations 2004

Made - - - - - *3rd March 2004*
Coming into force - - - - - *1st April 2004*

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 Record Office (Fees) Regulations 2004 and shall come into force on 1st April 2004.

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 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 Records Office (Fees) Regulations 2003⁽²⁾ are revoked.

Signed by authority of the Lord Chancellor

Dated 26th February 2004

Filkin
Parliamentary Secretary
Lord Chancellor's Department

(1) 1958 c. 51.
(2) S.I.2003/871.

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We consent

Dated 3rd March 2004

John Heppell
Jim Murphy
Two of the Lords Commissioners of Her
Majesty's Treasury

SCHEDULE

Regulation 2

<i>Item</i>	<i>Column A</i>	<i>Column B</i>
	<i>New Fee</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	420.00 400.00
Research		
2	For any piece of research, for each 15 minutes for each enquiry (including Value Added Tax)	15.00 14.69
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:	
	(i) A4 sheet Per print	0.35 0.35

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<i>Item</i>			<i>Column A</i>	<i>Column B</i>	
	(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	5.20	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	9.70
	(viii)	A3 sheet	Per print on glossy paper	10.60	10.60
	(ix)	A2 sheet	Per print on glossy paper	11.30	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
	(vi)	A4 sheet	Per print on glossy paper	17.75	17.75
	(vii)	A3 sheet	Per print on glossy paper	29.98	29.98
	(viii)	A2 sheet	Per print on glossy paper	35.53	35.53

Digital copies of records at research quality

7 For copies transferred via internet email or via CD-ROM:

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<i>Item</i>			<i>Column A</i>	<i>Column B</i>
(i)	Monochrome A4	Per image	7.60	7.40
(ii)	Monochrome A3	Per image	7.60	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	13.40	13.20
(vi)	Colour A4	Per image	10.00	9.90
(vii)	Colour A3	Per image	10.00	9.90
(viii)	Colour A2	Per image	12.10	12.10
(ix)	Colour A1	Per image	14.10	14.00
(x)	Colour AO	Per image	18.60	18.70
	Plus for the following media:			
(xi)	Per CD-ROM	10.00	10.00	
(xii)	Per DVD	29.50	—	
	Plus for scanning at high resolution:			
(xiii)	A4	1.40	1.30	
(xiv)	A3	2.10	2.00	
(xv)	A2	2.80	2.60	
(xvi)	A1	3.10	3.30	
Photographs of records				
8.1	For monochrome prints:			
		20.3cm x 25.4cm	9.70	9.70
		30.5cm x 40.6cm	10.60	10.60
		40.6cm x 50.8cm	11.30	11.30
		50.8cm x 60.9cm	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:			

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
	20.3cm x 25.4cm	17.75	17.75
	30.5cm x 25.4cm	22.70	22.36
	30.5cm x 40.6cm	27.15	26.98
	40.6cm x 50.8cm	35.53	35.53
	50.8cm x 60.9cm	46.73	46.60
8.4	For colour prints from a colour transparency:		
	20.3cm x 25.4cm	21.00	21.00
	30.5cm x 25.4cm	26.00	26.00
	30.5cm x 40.6cm	35.00	35.00
	40.6cm x 50.8cm	44.00	44.00
	50.8cm x 60.9cm	54.00	54.00
8.5	Where no colour negative exists, for a photographic service:		
	Per negative	21.80	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 which the Public Record Office is able to undertake:		
	Per hour of staff time	27.00	20.00
9.2	Postage and insurance to be charged at cost.		

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
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	27.00	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 x 603mm	32.00	33.70
	(ii) For documents between 851mm x 603mm and 1142mm x 837mm	51.00	53.00
	(iii) For documents between 1142mm x 837mm and 1676mm x 1142mm	4.00	75.00
	(iv) For documents larger than 1676mm x 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	32.00	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	32.00	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

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
	(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.)

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

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	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
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

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
	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	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:		
	Per image	0.75	0.75
15.2	To view transcribed data:		
	Per person	0.50	0.50
	Per household	1.00	1.00
15.3	To view a list of persons in a vessel (Merchant and Royal Navy):		
	Per list	0.50	0.50
15.4	To view transcribed data for a person in a vessel (Merchant and Royal Navy):		
	Per person	0.50	0.50
15.5	To view a list of persons in an institution:		
	Per list	0.50	0.50

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15.6	To view transcribed data for a person in an institution:		
	Per person	0.50	0.50
15.7	Research quality A3 print of an electronic image at Public Record Office (self service):		
	Per image	0.25	0.25
15.8	Research quality A3 print of electronic image by post, including packing and handling:		
	Per image	0.50	0.50
	Postage to be charged at cost.		
	Minimum postage charge	2.50	2.50
15.9	Minimum charge for any or a combination of 15.1 to 15.8 above	5.00	5.00
15.10	The above charges may be paid by credit card or prepaid voucher:		
	(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%.		
	(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 map on the internet other than Census:		
	Per map	5.00	—
16.2	To view a digital image on the internet other than Census or map:		
	Per record	3.50	3.00
Records copying by readers with own cameras			
17	For space reservation and/or staff supervision, if required:		
	For each 15 minutes	2.00	2.00

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EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations revoke the Public Records Office (Fees) Regulations 2003 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.