
STATUTORY INSTRUMENTS

2005 No. 471

PUBLIC RECORDS

The Public Record Office (Fees) Regulations 2005

Made - - - - *2nd March 2005*
Coming into force - - *1st April 2005*

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 2005 and shall come into force on 1st April 2005.

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 Record Office (Fees) Regulations 2004⁽²⁾ are revoked.

Signed by authority of the Lord Chancellor

Dated 17th February 2005

Cathy Ashton
Parliamentary Under Secretary of State
Department for Constitutional Affairs

(1) 1958 c. 51.
(2) S.I.2004/750.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

We consent

Dated 2nd March 2005

Nick Ainger
Joan Ryan
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>	
	<i>£</i>	<i>£</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	420.00
Research			
2.	For any piece of research, for each 15 minutes for each enquiry (including Value Added Tax)	15.00	15.00
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	64.00	58.00
	Minimum charge	193.00	175.00
4.2	For 35mm silver duplicate microfilm from existing film:		
	Per metre (silver)	1.80	1.60
	Per metre (Diaz)	1.00	0.90
	Minimum charge	50.00	45.00
Microfiche copies of records			
5.1	For Diazo microfiche of records, where there is no existing negative microfiche:		
	Per hour	64.00	58.00
	Minimum charge	64.00	58.00
5.2	For duplicate Diazo microfiche supplied from existing masters:		
	Per fiche	2.90	2.60
Paper copies of records at research quality			

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<i>Item</i>			<i>Column A</i>	<i>Column B</i>	
6.1	For direct monochrome copies of original documents:				
	(i)	A4 sheet	Per print	0.40	0.35
	(ii)	A3 sheet	Per print	0.45	0.40
	(iii)	A2 sheet	Per print	0.80	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	2.10	2.00
	(iii)	A3 sheet	Per print	2.80	2.60
	(iv)	A2 sheet	Per print	5.50	5.20
	(v)	A1 sheet	Per print	14.70	14.00
	(vi)	AO sheet	Per print	19.70	18.70
	(vii)	A4 sheet	Per print on glossy paper	10.20	9.70
	(viii)	A3 sheet	Per print on glossy paper	11.20	10.60
	(ix)	A2 sheet	Per print on glossy paper	11.90	11.30
6.3	For monochrome prints from existing microfilm:				
			Per print	0.40	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	4.40	4.20
	(ii)	A3 sheet	Per print	8.80	8.40
	(iii)	A2 sheet	Per print	20.80	19.80
	(iv)	A1 sheet	Per print	41.60	39.60
	(v)	AO sheet	Per print	83.20	79.20
	(vi)	A4 sheet	Per print on glossy paper	18.70	17.75
	(vii)	A3 sheet	Per print on glossy paper	31.50	29.98

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<i>Item</i>			<i>Column A</i>	<i>Column B</i>	
	(viii)	A2 sheet	Per print on glossy paper	37.30	35.53

Digital copies of records at research quality

7.	For copies transferred via internet email or via CD-ROM:				
	(i)	Monochrome A4	Per image	7.60	7.60
	(ii)	Monochrome A3	Per image	7.60	7.60
	(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	13.40
	(vi)	Colour A4	Per image	10.00	10.00
	(vii)	Colour A3	Per image	10.00	10.00
	(viii)	Colour A2	Per image	12.10	12.10
	(ix)	Colour A1	Per image	14.10	14.10
	(x)	Colour AO	Per image	18.60	18.60
	Plus for the following media:				
	(xi)	Per CD-ROM		10.00	10.00
	(xii)	Per DVD		29.50	29.50
	Plus for scanning at high resolution:				
	(xiii)	A4		1.40	1.40
	(xiv)	A3		2.10	2.10
	(xv)	A2		2.80	2.80
	(xvi)	A1		3.10	3.10

Photographs of records

8.1	For monochrome prints:				
			20.3cm × 25.4cm	10.70	9.70
			30.5cm × 40.6cm	11.70	10.60
			40.6cm × 50.8cm	12.40	11.30

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
	50.8cm × 60.9cm	18.40	16.70
8.2	Where no negative exists, for a black and white ultra violet photography service:	27.50	25.00
	Per negative		
8.3	For colour prints from a colour negative:		
	20.3cm × 25.4cm	19.50	17.75
	30.5cm × 25.4cm	25.00	22.70
	30.5cm × 40.6cm	29.90	27.15
	40.6cm × 50.8cm	39.10	35.53
	50.8cm × 60.9cm	51.40	46.73
8.4	For colour prints from a colour transparency:		
	20.3cm × 25.4cm	23.10	21.00
	30.5cm × 25.4cm	28.60	26.00
	30.5cm × 40.6cm	38.50	35.00
	40.6cm × 50.8cm	48.40	44.00
	50.8cm × 60.9cm	59.40	54.00
8.5	Where no colour negative exists, for a photographic service:		
	Per negative	24.00	21.80
8.6	For 35mm colour slides:		
	Per slide	13.70	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:		

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
	Per hour of staff time	30.00	27.00
9.2	Postage and insurance to be charged at cost		
9.3	For an estimate of the cost of copying work to be carried out, refundable on the placement of an order to at least the value of this charge:		
	Per estimate	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	25.00	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	32.00	32.00
	(ii) For documents between 851mm × 603mm and 1142mm × 837mm	51.00	51.00
	(iii) For documents between 1142mm × 837mm and 1676mm × 1142mm	74.00	74.00
	(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	32.00	32.00
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	32.00
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:		

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

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

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

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
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.	For internet access provided on the premises of the Public Record Office:		
		Per half hour 1.00	1.00
Census Charges			
(15.1 to 15.9 are subject to the minimum charge set out in 15.10 below.)			
15.1	To view an image of a Census page:		
		Per image 1.00	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 1.00	0.50

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
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	1.00	0.50
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	1.00	0.50
15.9	Search service, additional to the search facilities of the National Archives' internet site, to assist users to find results:		
	Per search	1.00	—
	Postage to be charged at cost.		
	Minimum postage charge	3.00	2.50
15.10	Minimum charge for any or a combination of 15.1 to 15.9 above	5.00	5.00
15.11	The above charges may be paid by credit card or prepaid voucher:		
	(i) Vouchers purchased between the values of £120.00 to £599.00 will receive a discount of 10%.		
	(ii) Vouchers purchased between the values of £600.00 to £1,199.00 will receive a discount of 15%.		
	(iii) Vouchers purchased over the value of £1,200.00 will receive a discount of 20%.		
Census Research Service			
16.1	Images research service:		
	For any piece of research, for each minute or part thereof for each enquiry	1.00	—

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
	Minimum charge	20.00	—
16.2	<p>Bulk surname research service:</p> <p>(A service to create a custom CD containing information relating to a surname with specified variant spellings.)</p>		
	(i) Minimum charge for the production of a writable CD	10.00	—
	(ii) Statistics by county or occupation	5.00	—
	(iii) List of individuals for one surname with variant spellings by household (including the production of a writable CD):		
	(a) 300 or less	10.00	—
	(b) 301 to 1,000	20.00	—
	(c) 1,001 to 10,000	30.00	—
	(d) 10,0001 to 50,000	50.00	—
	(e) 50,001 or more	100.00	—
	(iv) Census images containing one surname with variant spellings (including the production of a writable CD):		
	(a) 9 images or less, per image	1.00	—
	(b) 10 to 49 images, per image	0.70	—
	(c) 50 images or more, per image	0.50	—
16.3	<p>Bulk local research service:</p> <p>(A service to create a custom CD containing information relating to a specified place, being a county, town, village or hamlet, with specified variant spellings of that place.)</p>		

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
	(i) Minimum charge for the production of a writable CD	10.00	—
	(ii) List of individuals (including the production of a writable CD):		
	(a) 300 or less	10.00	—
	(b) 301 to 1,000	20.00	—
	(c) 1,001 to 10,000	30.00	—
	(d) 10,0001 to 50,000	50.00	—
	(e) 50,001 or more	100.00	—
	(iii) Census images for one place with variant spellings (including the production of a writable CD):		
	(a) 9 images or less, per image	1.00	—
	(b) 10 to 49 images, per image	0.70	—
	(c) 50 images or more, per image	0.50	—
16.4	Collectable census record service: (A service providing a high quality image of a census record.)		
	Per image	10.00	—
16.5	All fees for 16.2 to 16.4 are inclusive of postage and packing.		
Digital Images other than Census			
17.1	To view a digital map on the internet other than Census:		
	Per map	5.00	5.00
17.2	To view a digital image on the internet other than Census or map:		
	Per record	3.50	3.50

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<i>Item</i>		<i>Column A</i>	<i>Column B</i>
17.3	To view digital images on the internet other than Census through an annual educational subscription charge:		
	(i) 699 images or less	795.00	—
	(ii) 700 to 1,399 images	1,995.00	—
	(iii) 1,400 to 1,799 images	2,650.00	—
	(iv) 1,800 to 2,400 images	2,950.00	—
Provision of digital copy images from existing scans			
18.	To purchase digital images of any document copied from existing digital images held by the National Archives:		
	(i) 500 images or less, per image	3.50	—
	(ii) 501 to 2,000 images, per image	2.00	—
	(iii) 2,001 to 10,000 images, per image	1.00	—
	(iv) 10,001 images or more, per image	0.60	—
Records copying by readers with own cameras			
19.	For space reservation and/or staff supervision, if required:		
	For each 15 minutes	2.00	2.00

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations revoke the Public Records Office (Fees) Regulations 2004 ([S.I.2004/750](#)) 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.