
STATUTORY INSTRUMENTS

2015 No. 2042

PUBLIC RECORDS

The Public Record Office (Fees) Regulations 2015

Made - - - - *15th December 2015*

Coming into force - - *1st February 2016*

The Secretary of State, with the concurrence of the Treasury, makes the following Regulations in exercise of the powers conferred by section 2(5) of the Public Records Act 1958⁽¹⁾:

Citation and commencement

1. These Regulations may be cited as the Public Record Office (Fees) Regulations 2015 and come into force on 1st February 2016.

Fees

2.—(1) Subject to paragraph (3), the fees to be charged for authenticated copies 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 determined in accordance with the provisions of the Schedule to these Regulations.

(2) In the Schedule to these Regulations—

- (a) where a fee is prescribed by reference to a period of time, the whole fee is payable in respect of an uncompleted period;
- (b) where a fee is prescribed for a copy of an image by reference to a specified size, the size is that of the image to be copied and not that of the copy;
- (c) where a fee is prescribed for a copy or photograph of a page of a record, the fee is payable for a copy or photograph of each individual side of a page which forms a record or part of a record;
- (d) all fees are net of value added tax.

(3) The Keeper of Public Records may remit a fee where the service performed or to be performed has been, or is likely to be, exceptionally simple.

Status: This is the original version (as it was originally made).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

Revocation

3. The Public Record Office (Fees) Regulations 2013(2) are revoked.

14th December 2015

John Whittingdale
Secretary of State for Culture, Media and Sport
Charlie Elphicke

15th December 2015

George Hollingbery
Two of the Lords Commissioners of Her
Majesty's Treasury

SCHEDULE

Regulation 2

| <i>Item</i> | <i>Fee (£)</i> |
|--|--|
| Research | |
| 1 | For undertaking research and sending the results to the requester, for each 15 minutes expended, 22.75 |
| Authenticated copies of naturalisation certificates | |
| 2 | For making a copy of a naturalisation certificate that is a record and authenticating that copy by certification, 25.95 |
| Other copies of records | |
| 3.1 | For making a monochrome paper copy at research quality of a page of a record up to and including size A3, using self-service equipment, 0.30 |
| 3.2 | Where a person requests any number of copies or photographs of no more than 100 different pages of records: |
| | (a) For carrying out a page check in order to supply an accurate quotation based on the number of pages involved (per record), 8.24 |
| | (b) For making a monochrome paper copy at research quality of a page of a record up to and including size A3, 1.10 |
| | (c) For making a colour paper copy at research quality of a page of a record: |
| | (i) up to and including size A3, 4.90 |
| | (ii) larger than size A3, 10.05 |
| | (d) For making a colour digital copy at research quality of a page of a record: |
| | (i) up to and including size A3, 1.10 |
| | (ii) larger than size A3, 10.05 |
| 3.3 | Where a person requests any number of photographs of no more than 100 different pages of records, for supplying a high quality copy, 35.00 |

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

| <i>Item</i> | <i>Fee (£)</i> |
|---|--|
| resolution digital image or colour photograph of a page of a record of any size | |
| Bulk copies of records | |
| 4.1 | Where a person requests any number of copies or photographs of a type described in item 3.2 or 3.3 of more than 100 different pages of records: |
| | (a) for any necessary preparation of records prior to copying, in addition to the costs of any materials used in such preparation, for each 15 minutes expended 15.65 |
| | (b) for the production of the copies and for checking their quality, in addition to the costs of the materials onto which copies are produced and any costs of delivering those copies to the requester, for each 15 minutes expended 15.20 |
| 4.2 | For providing an estimate for work to be carried out which involves any matter covered by item 4.1, for each 15 minutes expended 11.30 |
| Authentication of other copies and records | |
| 5.1 | For authenticating, by certification, a copy of a record or any part of a record (excluding the fee for making the copy) 25.00 |
| 5.2 | For attending a place other than the Public Record Office to produce and verify the authenticity of a record or any part of a record, in addition to expenses for travel, accommodation and subsistence, for each 15 minutes expended 29.65 |
| Preparation of records for external exhibition | |
| 6.1 | For preparing records for exhibition at a place other than the Public Record Office, in addition to the costs of materials, transporting those materials or the records and any expenses for travel, accommodation and subsistence, for each 15 minutes expended 19.85 |

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

| <i>Item</i> | | <i>Fee (£)</i> |
|-------------|--|----------------|
| 6.2 | For providing an estimate for work to be carried out which involves any matter covered by item 6.1, for each 15 minutes expended | 19.85 |

Digital downloads

| | | |
|---|---|------|
| 7 | For downloading a digital copy of a record from any part of the website on which the records under the charge of the Keeper of Public Records appear ⁽³⁾ , unless that record is made available for downloading from that website free of charge | 3.45 |
|---|---|------|

Postage and packaging

| | | |
|---|--|--|
| 8 | Postage and packaging to be charged at cost for a copy not collected in person by the requester which cannot be sent by e-mail, or which the requester asks to be sent by post | |
|---|--|--|

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe the fees to be charged for authenticated copies of extracts from records under the charge of the Keeper of Public Records and for other services afforded by officers of the Public Record Office, which exercises its functions as a part of The National Archives. The fees listed in the Schedule are net of value added tax.

The Regulations replace the Public Record Office (Fees) Regulations 2013 ([S.I. 2013/3267](#)).

A full impact assessment has not been produced for this instrument as no, or no significant, impact on the private, voluntary or public sectors is foreseen.

(3) The records in question appear on the website of The National Archives (www.nationalarchives.gov.uk).