

SCHEDULE

Scale of fees payable for the search or copying of certain public records and for the handling and certification of such copies.

<i>Column 1</i> <i>No. of Fee</i>	<i>Column 2</i> <i>Item</i>	<i>Column 3</i> <i>Amount of Fee</i>	<i>Column 4</i> <i>Previous Fee</i>
	Search Fee		
1	For any piece of research by staff for each 15 minutes for each enquiry.	£15.50	(£13.30 per hour)
	Officer's time		
2	For an officer of the Public Record Office to provide a service away from the office in addition to the actual travelling expenses properly incurred for each hour or part thereof.	£62 per hour	
	Reprographic Fees		
	<i>Paper copies of original documents per sheet</i>		
3	A4 sheet black and white	£0.40	(£0.30)
4	A3 sheet black and white	£0.40	(£0.40)
5	A4 sheet colour	£0.40	
6	A3 sheet colour	£0.40	
	<i>Paper copies of existing microfilm (black and white)</i>		
7	A3 sheet	£1.00	(£0.95)
8	A3 sheet (Self Service)	£0.30	
	<i>Paper copies of scanned documents per sheet (black and white)</i>		
9	A4 sheet	£2.25	
10	A3 sheet	£2.25	

Note: Previous fees are shown in brackets (where appropriate).

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11	A2 sheet	£7.00	
12	A1 sheet	£12.10	
13	A0 sheet	£14.10	
	<i>Paper copies of scanned documents per sheet (coloured)</i>		
14	A4 sheet	£3.10	
15	A3 sheet	£3.60	
16	A2 sheet	£7.00	
17	A1 sheet	£12.10	
18	A0 sheet	£14.10	
	<i>Scanned images provided electronically (charge per image email delivery).</i>		
19	Scanned through an automated process.	£5.15	
20	Scanned manually using specialised digital camera.	£10.30	
21	For delivery by CD or DVD Charge for each disk required.	£1.00	
	<i>Miscellaneous Reprographics</i>		
22	For reprographic work requiring special attention, bulk and outsized orders or items not covered above requiring more than 15 minutes, a handling fee will be charged (in addition to any other reprographic fee listed above) at the hourly rate or part thereof.	£26.00	(£11.10)
	Certification Fee		
23	Charge for 1–20 pages.	£7.00	(£0.55 per page)

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24	Charges for 21–50 pages.	£20.00	
25	For each extra page.	£1.00	
	Postage and Packaging		
26	Postage and packaging to be charged at cost with a minimum charge specified.	£3.00	
	Online Access to Records		
	<i>Wills/Other Online Databases</i>		
27	Viewing scanned images of documents (per view).	£0.60	
28	Viewing scanned images of documents (monthly password).	£10.00	
	<i>Photographs and Images</i>		
29	Electronic copy of an image scanned through an automated process.	£5.15	
30	Electronic copy of an image scanned manually using specialised digital camera.	£10.30	
	Internet Access		
31	Restricted access to approved sites.	Free	
32	Wider access provided within Reading and Search rooms (per hour).	£2.00	
33	Wi-fi access provided within Reading and Search rooms (per day).	£2.00	

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	Use of Personal Digital Camera		
34	To cover costs of invigilation plus administration costs (per hour).	£10.30	
	Retrieval of documents in bulk		
	<i>Retrieval from outstorage for Public Sector Bodies up to 10 boxes.</i>		
35	4 hour turnaround	£52.50	
36	48 hour turnaround	£15.00	
	'Friends of PRONI' paid membership scheme		
37	For an annual fee members will receive updates and invitations to special seminars and talks.	£20.00	
	Costs incurred for sub-contracted services		
38	For services provided by a 3rd party on behalf of a PRONI customer.	To be quoted at full 3rd party costs plus staff time for the appropriate grade (+VAT)	
	Use of Records by TV & Film companies		
39	Charge per hour for use of documents.	£10.00	(£27.60 per ½ day)
	The Commercial use of PRONI Archives		
40	Permission to use PRONI archival material in publications or commercial products. Price to be negotiated	0.021 pence per square cm × number of reprints (+VAT)	

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	and linked to the number of copies produced.		
41	Minimum charge specified.	£50.00	
	Venue Hire		
	<i>Charge for hire of rooms to other organisations. Charge at a two hourly rate related to room capacity.</i>		
42	Small meeting room (8 persons).	£30.00	
43	Board Room (16 persons).	£50.00	
44	Conference room (50 persons).	£75.00	
	Replacement User Registration Pass		
45	To replace a photographic reader pass.	£2.50	

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