



STATUTORY INSTRUMENTS.

**S.I. No. 503 of 2012**



NATIONAL ARCHIVES (FEES) REGULATIONS 2012

## NATIONAL ARCHIVES (FEES) REGULATIONS 2012

I, JIMMY DEENIHAN, Minister for Arts, Heritage and the Gaeltacht, in exercise of the powers conferred on me by section 19(2) of the National Archives Act 1986 (No. 11 of 1986) and the Arts and Culture (Transfer of Departmental Administration and Ministerial Functions) Order 2002 (S.I. No. 302 of 2002) (as adapted by the Tourism, Culture and Sport (Alteration of Name of Department and Title of Minister) Order 2011 (S.I. No. 220 of 2011)) and with the consent of the Minister for Public Expenditure and Reform, make the following regulations:

1. (1) These Regulations may be cited as the National Archives (Fees) Regulations 2012.

(2) These Regulations shall come into operation on 2 January 2013.

2. In these Regulations—

(a) “record” means an archive or a copy of an archive whether in electronic or non-electronic format which archive or copy is in the custody of the National Archives;

(b) a person shall be treated as producing a record where the record is identified by the person and (other than a record held on microfilm) brought to such member of staff in such part of the premises occupied by the National Archives as may be designated by the Director for that purpose.

3. (1) Subject to paragraph (2), where a person produces a record for the purposes of requesting a copy of the record (other than a digital image, a photographic print copy or a digital photographic image), the fees specified in column 3 of Part 1 of Schedule 1 shall be payable in respect of the copying service specified in column 2 of that Part.

(2) Notwithstanding paragraph (1) where—

(a) the number of pages to be copied does not exceed 8,

(b) the person requesting the copy produces the copy, and

(c) the fee is paid by means of a pre-paid copy card issued by the National Archives,

the fee specified in column 3 of Part 2 of Schedule 1 shall be payable in respect of the service specified in column 2 of that Part.

*Notice of the making of this Statutory Instrument was published in “Iris Oifigiúil” of 14th December, 2012.*

(3) Where a person requests a copy of a record without having produced the record, the fees specified in column 3 of Part 3 of Schedule 1 shall be payable in respect of the copying service specified in column 2 of that Part.

(4) The fees specified in Part 3 of Schedule 1 are inclusive of charges for the services of handling, dispatch and postage.

(5) Where a person requests an authenticated copy of a record, the fees specified in column 3 of Part 4 of Schedule 1 shall be payable in respect of the service of copying and authentication of a record of a type specified in column 2 of that Part, which copies are made in black and white in A4 or A3 size.

(6) The fees specified in Part 4 of Schedule 1 are inclusive of charges for the services of authentication, handling, dispatch and postage.

4. (1) Where a person produces a record for the purposes of requesting a digital image of the record, the fees specified in column 3 of Part 1 of Schedule 2 shall be payable in respect of the digital imaging service specified in column 2 of that Part.

(2) Where a person requests a digital image of a record without having produced the record, the fees specified in column 3 of Part 2 of Schedule 2 shall be payable in respect of the digital imaging service specified in column 2 of that Part.

(3) The fees specified in Part 2 of Schedule 2 are inclusive of charges for the services of handling, dispatch and postage and the service of providing the DVD or CD.

5. (1) Where a person requests a photographic print copy of a record, the fees specified in column 3 of Part 1 of Schedule 3 shall be payable in respect of the photographic print copying service specified in column 2 of that Part.

(2) The fees specified in Part 1 of Schedule 3 are inclusive of charges for the services of handling, dispatch and postage.

(3) Where a person requests a digital photographic image of a record, the fees specified in column 3 of Part 2 of Schedule 3, shall be payable in respect of the digital photographic imaging service specified in column 2 of that Part.

(4) The fees specified in Part 2 of Schedule 3 are inclusive of charges for the services of handling, dispatch and postage and the service of providing the CD, DVD or microfilm reel.

6. Where a person seeks to use the facilities of the National Archives for the purpose of attending and filming on the premises, the fee specified in column 3 of Part 1 of Schedule 4 shall be payable in respect of the use of facilities specified in column 2 of that Part.

7. Where a person seeks to reproduce a record in print, on television or on the internet, the fee specified in column 3 of Part 2 of Schedule 4 shall be payable in respect of the service of granting of permission to so reproduce the record concerned specified in column 2 of that Part.

8. Where a person seeks to distribute a copy of a record, the fee specified in column 3 of Part 3 of Schedule 4 shall be payable in respect of the service of granting of a licence to so distribute the copy of the record concerned specified in column 2 of that Part for a period not exceeding 7 years.

9. (1) Subject to paragraph (2), in addition to the fees payable under Regulations 3 and 4, the fees specified in column 3 of Part 4 of Schedule 4 shall, unless the copies or digital images concerned are collected by or on behalf of the person requesting the service concerned from the premises of the National Archives, be payable in respect of the services of handling and dispatch specified in column 2 of that Part together with the postage charges incurred by the National Archives.

(2) Paragraph (1) does not apply to a service referred to in Regulations 3(3), 3(5), and 4(2).

10. Where a person requests the issue of a reader's ticket where such a ticket was previously issued to that person and such ticket has not expired, the fee specified in column 3 of Part 5 of Schedule 4 shall be payable in respect of the service specified in column 2 of that Part.

11. The fees specified in the Schedules may be remitted—

- (a) in the case of a service, where the service requested is provided to a Department of State and the Director is satisfied that the service is directly related to the business of the Department to which the service is provided,
- (b) in the case of a service, where the service requested is provided to a person who voluntarily deposited archives, and such request has not previously been made, or
- (c) in the case of a service or use of a facility specified in Part 1, Part 2 or Part 3 of Schedule 4, where the Director is satisfied that the use of the facility concerned is provided—
  - (i) to a person for research purposes only, or
  - (ii) in a case where the request is made by a body (whether incorporated or unincorporated), the principal objectives of the body concerned relate to matters of archives and history and the record requested is directly connected with that objective.

12. The National Archives (Fees) Regulations 1988 (S.I. No. 226 of 1988) are hereby revoked.

## SCHEDULE 1

## COPYING SERVICES

## Part 1

Copying service for records produced by person requesting copy

Reference Number (1)	Description (2)	Amount in euro (3)
1	Making a copy of an A4 or A3 page in black and white	1.00
2	Making a copy of an A2 page in black and white	7.00
3	Making a copy of an A4 or A3 page in colour	3.00
4	Making a copy of an A2 page in colour	15.00

## Part 2

Copying service using a copy card for records produced by person requesting copy

Reference Number (1)	Description (2)	Amount in euro (3)
1	Making a copy of an A4 or A3 page in black and white	0.50

## Part 3

Copying service for records not produced by person requesting copy

Reference Number (1)	Description (2)	Amount in euro (3)
1	Making a copy of not more than 5 pages in A4 or A3 in black and white	15.00
2	Making a copy of more than 5 and not more than 10 pages in A4 or A3 in black and white	20.00
3	Making a copy of more than 10 and not more than 20 pages in A4 or A3 in black and white	30.00
4	Making a copy of more than 20 and not more than 30 pages in A4 or A3 in black and white	40.00
5	Making a copy of more than 30 and not more than 40 pages in A4 or A3 in black and white	50.00
6	Making a copy of more than 40 and not more than 50 pages in A4 or A3 in black and white	60.00
7	Where order is for more than 50 pages, making a copy of each additional page in excess of 50 in A4 or A3 in black and white	1.00
8	Making a copy of an A2 page in black and white	15.00
9	Making a copy of not more than 5 pages in A4 or A3 in colour	25.00

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Reference Number (1)	Description (2)	Amount in euro (3)
10	Making a copy of more than 5 and not more than 10 pages in A4 or A3 in colour	40.00
11	Making a copy of more than 10 and not more than 15 pages in A4 or A3 in colour	55.00
12	Where order is for more than 15 pages, making a copy of each additional page in excess of 15 pages in A4 or A3 in colour	3.00
13	Making a copy of an A2 page in colour	25.00

## Part 4

## Copying with authentication service

Reference Number (1)	Description (2)	Amount in euro (3)
1	Will or intestate papers	30.00
2	Grant of Representation	20.00
3	Schedule of assets	40.00
4	Map or Plan up to A2 size	50.00
5	Court file or extract from court file	50.00
6	Census extract (per page)	30.00
7	Testamentary Calendar Entry	20.00
8	A record other than a record at reference numbers 1 to 7 of up to 5 pages	30.00
9	A record other than a record at reference numbers 1 to 7 greater than 5 pages for each additional page in excess of 5 pages	5.00

## SCHEDULE 2

## DIGITAL IMAGING SERVICES

## Part 1

Digital imaging service for records produced by person requesting image

Reference Number (1)	Description (2)	Amount in euro (3)
1	Making a digital image in black and white or in colour of A4 or A3 size	2.00
2	Making a digital image in black and white or in colour of A2 size	10.00
3	Making a digital image in black and white or in colour of A1 size	20.00

## Part 2

Digital imaging service for records not produced by person requesting image

Reference Number (1)	Description (2)	Amount in euro (3)
1	Making up to 5 digital images in black and white or in colour in A4 or A3 size	20.00
2	Making more than 5 and not more than 10 digital images in A4 or A3 in black and white or in colour	25.00
3	Making more than 10 and not more than 15 digital images in A4 or A3 in black and white or in colour	35.00
4	Making more than 15 and not more than 20 digital images in A4 or A3 in black and white or in colour	50.00
5	Making more than 20 and not more than 30 digital images in A4 or A3 in black and white or in colour	70.00
6	Making more than 30 and not more than 40 digital images in A4 or A3 in black and white or in colour	80.00
7	Making more than 40 and not more than 50 digital images in A4 or A3 in black and white or in colour	110.00
8	Where order is for more than 50 digital images, making each additional digital image in excess of 50 in A4 or A3 in black and white or in colour	2.00
9	Making a digital image in black and white or in colour in A2 size	20.00
10	Making a digital image in black and white or in colour in A1 size	30.00

## SCHEDULE 3

## PHOTOGRAPHIC SERVICES

## Part 1

## Photographic copying service

Reference Number (1)	Description (2)	Amount in euro (3)
1	Making a photographic print copy of an A4 page in black and white or in colour	40.00
2	Making a photographic print copy of an A3 page in black and white or in colour	50.00

## Part 2

## Digital imaging photographic service

Reference Number (1)	Description (2)	Amount in euro (3)
3	Making a digital photographic image of A4 size in black and white or in colour	35.00
4	Making a digital photographic image of A3 size in black and white or in colour	45.00
5	Making a digital photographic image of A2 size in black and white or in colour	55.00
6	Making a digital photographic image of A1 size in black and white or in colour	65.00
7	Making a digital photographic image of A0 size in black and white or in colour	75.00
8	Making a copy of a roll of microfilm(35mm)	100.00



## SCHEDULE 4

## MISCELLANEOUS SERVICES AND USE OF FACILITIES

## Part 1

## Use of facilities

Reference Number (1)	Description (2)	Amount in euro (3)
1	Making the premises of the National Archives available for attending and filming for each morning or afternoon or part thereof	65.00

## Part 2

## Reproduction licensing service

Reference Number (1)	Description (2)	Amount in euro (3)
1	For granting of permission to reproduce a record in print, on television or on the internet	65.00

## Part 3

## Distribution licensing service

Reference Number (1)	Description (2)	Amount in euro (3)
1	For granting of a licence to distribute a copy of a record for a period not exceeding 7 years	200.00

## Part 4

## Handling and dispatch services

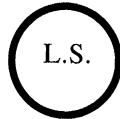
Reference Number (1)	Description (2)	Amount in euro (3)
1	Dispatching and handling orders not more than 7 pages of A4 or A3	2.00
2	Dispatching and handling orders more than 7 and not more than 22 pages of A4 or A3	2.50
3	Dispatching and handling orders more than 22 and not more than 47 pages of A4 or A3	3.00
4	Dispatching and handling orders more than 47 and not more than 60 pages of A4 or A3	4.00
5	Dispatching and handling orders more than 60 pages of A4 or A3	10.00

## Part 5

## Replacement of reader's tickets

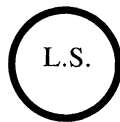
Reference Number (1)	Description (2)	Amount in euro (3)
1	Issuing a replacement reader's ticket	5.00

The Minister for Public Expenditure and Reform consents to the making of the foregoing Regulations.



GIVEN under the Official Seal of the Minister for Public Expenditure and Reform,  
11 December 2012.

BRENDAN HOWLIN,  
Minister for Public Expenditure and Reform.



GIVEN under my Official Seal,  
11 December 2012.

JIMMY DEENIHAN,  
Minister for Arts, Heritage and the Gaeltacht.

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