

Devon Record Office Fees and Charges : recommendations for published charges 2008/9

Service/ Item	Charging period	Current charge	Proposed charge with effect From 01/04/2008	% change	Notes/rationale
Photocopies of original documents ordered in the search-room	Per sheet	A4: 30p A3: 40p A2: 50p Plus postage and packing if necessary, according to weight, size and destination, with a minimum local postage and packing charge of 40p. Overseas orders will incur additional airmail postage costs.	A4: 30p A3: 40p A2: 50p P & P as for 2007/08	No change	Consistent with charges levied by other parts of the Directorate
Photocopies of original documents ordered by post, email or fax (NOT parish register entries)	Per sheet	£1.20 for between 1 and 4 A4 sheets, then 30p per sheet for any additional copies £1.20 for between 1 and 3 A3 sheets, then 40p per sheet for any additional copies £1.50 for between 1 and 3 A2 sheets, then 50p for any additional copies Plus postage and packing if necessary, according to weight, size and destination, with a minimum local postage and packing charge of 40p. Overseas orders will incur additional airmail postage costs.	£1.20 for between 1 and 4 A4 sheets, then 30p per sheet for any additional copies £1.20 for between 1 and 3 A3 sheets, then 40p per sheet for any additional copies £1.50 for between 1 and 3 A2 sheets, then 50p for any additional copies Plus postage and packing if necessary, according to weight, size and destination, with a minimum local postage and packing charge of 40p. Overseas orders will incur additional airmail postage costs.	No change	Consistent with charges levied by other parts of the Directorate
Print outs from microform (NOT parish register entries made on the self service machine in the search-room)	Per sheet	A4: 30p A3: 40p	A4: 30p A3: 40p	No change	
Parish register entries and Inland Revenue Wills for copies ordered by post, e-mail or on-line		See sections below	See sections below		

A search of, and printout from, the parish register microfiche for a particular baptism, marriage or burial entry, where the parish and exact date are given	Per entry	30p (where microfiche or microfilm number is supplied) £1.20 (where the microfiche or microfilm number is not supplied). This charge covers the search and a printout of the entry (or a transcript if a printout is not possible), and is non-refundable if no entry is found.	30p (where microfiche or microfilm number is supplied) £1.20 (where the microfiche or microfilm number is not supplied). This charge covers the search and a printout of the entry (or a transcript if a printout is not possible), and is non-refundable if no entry is found	No change	Considered to be in line with market forces
A copy of an Inland Revenue will	Per copy	£1.20 for a complete will Plus postage and packing if necessary, according to weight, size and destination, with a minimum local postage and packing charge of 40p. Overseas orders will incur additional airmail postage costs.	£1.20 for a complete will P & P as for 2007/08	No change	Considered to be in line with market forces
Copying of Parish Registers		£1.50 per fiche £20.00 per roll of film In addition there is a reproduction fee of £5.00 per register payable to the parish.	£1.50 per fiche £20.00 per roll of film In addition there is a reproduction fee of £5.00 per register payable to the parish.	No change	Considered to be in line with market forces
Research Service		£12 per 30 mins work £20 per hours work	£12 per 30 mins work £20 per hours work	No change	Considered to be in line with market forces

NB: Where payment is made other than in sterling, a handling charge of £7.00 is added to cover the cost of conversion.

All prices are quoted inclusive of VAT where applicable