

Statutory Document No. 2024/0008



Public Records Act 1999

PUBLIC RECORDS (FEES) ORDER 2024¹

Approved by Tynwald: 20 February 2024
Coming into Operation: 1 April 2024

The Treasury makes the following Order under section 2(1) of the Public Records Act 1999.

1 Title

This Order is the Public Records (Fees) Order 2024.

2 Commencement

If approved by Tynwald, this Order comes into operation on 1 April 2024.¹

3 Fees of the public record office

For each service provided by the public record office described in the 2nd column of the table in the Schedule the fee set out in the corresponding row in the 3rd column is payable.

4 Application to public bodies

Public bodies whose records are defined as “public records” in schedule 2 of the Public Records Act 1999, and in orders made under paragraphs 4 and 7 of schedule 2 to that Act, are exempt from payment of any of the fees set out in this Order.

MADE 4 JANUARY 2024

¹ Tynwald approval is required by section 9(4) of the Public Records Act 1999 before this order shall have effect.

SCHEDULE

[Article 3]

FEES PAYABLE

No.	Service	Fee
1	For making and supplying a photocopy of a document (per page, up to A3 size)	£2.20
2	For making and supplying a digital image of a document held physically at the public record office, such image created using a scanner or digital camera, and supplied electronically or printed (per page): (a) up to A3 in size; (b) up to A2 in size; (c) up to A1 in size; (d) up to A0 in size.	£3.20 £5.50 £13.50 £14.40
3	For making and supplying a physical paper copy of a record held in electronic form, printed (per page): (a) up to A3 in size; (b) up to A2 in size; (c) up to A1 in size; (d) up to A0 in size.	£3.20 £5.50 £13.50 £14.40
4	For certification of a copy of or extract of a document from a public record, in accordance with section 5(2) of the Public Records Act 1999 (per document, excluding the fee for making the copy)	£5.00
5	For supplying a digital copy of a document already held in electronic form, provided to the requestor of the document by e-mail	£3.20
6	For supplying a digital copy of a document already held in electronic form, provided to the requestor of the document on a memory stick	£8.20
7	For orders for the supply of over 100 copies of pages or images: (a) for undertaking calculation of cost of copies; (b) for undertaking any preparation of records required to be copied and supplied.	£3.07 per 15 minutes of time expended by the public record office

ENDNOTES**Table of Endnote References**

¹ The format of this legislation has been changed as provided for under section 75 of, and paragraph 2 of Schedule 1 to, the Legislation Act 2015. The changes have been approved by the Attorney General after consultation with the Clerk of Tynwald as required by section 76 of the Legislation Act 2015.