

## WEST YORKSHIRE ARCHIVE SERVICE

### FEES & CHARGES FROM APRIL 2018

All fees and charges are inclusive of 20 % VAT

#### WEST RIDING REGISTRY OF DEEDS

Deed Search (a search fee is charged if no registration details are given) 60.00

Deed Office Copy (any plans registered will be supplied in black & white) 46.00

Deed Certified Copy (any plans registered will be supplied in colour.  
the copy will be certified as an accurate copy) 68.00  
For information on ordering Deeds [please click here](#)

#### PAPER COPIES

Set up/handling fee (postage included) for paper copies  
this is payable for all orders placed **remotely** (not bulk orders) 6.00  
per order

Set up/handling fee for paper copies from large records  
which are produced using the digital camera (not bulk orders)  
(consult staff for quote) 6.00  
per order

A4/A3 Black and white paper copy 1.00

A4/A3 Colour paper copy 2.00

Certification of copies 11.00  
per item

A4 print from PC/book scanner - including Ancestry website 0.20 b/w  
per print  
0.30 colour  
per print

## **BULK ORDER CHARGE PAPER COPIES**

For providing an estimate of the copying charge for bulk orders Non-refundable (consult staff for quote)	10.00
Set up/handling fee for all paper copy orders of over 30 paper copies (consult staff for quote)	25.00 per order
Set up/handling fee for all paper copy orders of over 60 paper copies (consult staff for quote)	40.00 per order
Set up/handling fee for all paper copy orders of no more than 100 paper copies (consult staff for quote)	55.00 per order
Set up/handling fee for all paper copy orders of over 100 paper copies for every additional 100 paper copies (consult staff for quote)	25.00

## **DIGITAL COPIES**

Set up/handling fee for all copies supplied in digital format	5.50 per order
Colour images up to A3 supplied at 200dpi PDF file (Higher resolution images for publication can be supplied upon request)	2.30 per image

## **BULK ORDER CHARGE DIGITAL COPIES**

For providing an estimate of the copying charge for bulk orders Non-refundable (consult staff for quote)	10.00
Set up/handling fee for all orders of over 30 digital copies (consult staff for quote)	25.00 per order
Set up/handling fee for all orders of over 60 digital copies (consult staff for quote)	40.00 per order
Set up/handling fee for all orders of no more than 100 digital copies (consult staff for quote)	55.00 per order
Set up/handling fee for all digital copy orders of over 100 digital copies for every additional 100 digital copies (consult staff for quote)	25.00

## **WILLS**

Probate documents (wills, letters of administration etc.) 1858-1941 held at WYAS-Wakefield	10.00 per document
Probate documents (wills, letters of administration etc) per 1858 held at WYAS Leeds	10.00 per document
Leeds Marriage Bonds and Allegations copies	10.00 per document
Leeds Ordination Papers copies	15.00 per document

## **ASK THE EXPERTS: RESEARCH SERVICE**

Short: 30 minutes, results sent within 10 days	22.00
Standard: 1 hour of research	42.00 per hour
Specialist Transcription/translation	50.00 per hour

## **Registry of Deeds family/local history research**

Initial Half Hour search	22.00
Research per hour- following initial search	42.00 per hour
Deed Research copy (plans not included)	11.00
Deed Office copy in black and white (plans included)	46.00

## **EXTERNAL CUSTOMERS CONSERVATION**

Contracts	47.00 per hour
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## **REPRODUCTION AND FACILITY FEES:**

Personal photography fee – use of cameras or camcorders by private individuals in searchrooms (depositors photographing their own archives are not charged).	5.00 per day or session
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Personal photography fee	10.00 for 5 day permit
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Annual permit	50.00
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Reproduction fee – Not for profit publication	5.50 per image
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Reproduction fee - Commercial publication	50.00 per image
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Commercial filming at offices during office hours	60.00 per hour or part hour
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Commercial filming at offices outside normal office hours	100.00 per hour or part hour
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Archive staff to accompany documents off site	50.00 per hour/or part hour & travel expenses
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## **TITHE MAP PRINTS**

A1 print, matt or gloss finish	53.00
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A2 print, matt or gloss finish	35.00
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A3 print, matt or gloss finish	15.00
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Postcode Personalised Service	22.00
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## **TRAINING, TALKS AND VISITS**

Training: Half day 175.00

Training: Full day 350.00

### **Talks outside West Yorkshire Archive Service**

Talk (up to 2 hours) in office hours 85.00 per talk

Talk (up to 2 hours) outside office hours 120.00 per talk

Specially designed training or talk  
(Dependent on staff capacity) Price on application

### **Visits**

School workshop @West Yorkshire History Centre 62.00 per visit

#### **Group Visit @ West Yorkshire History Centre**

Introductory visit: up to 25 people 65.00 per visit  
25 – 40 people 97.50 per visit  
Out of hours 130.00 per visit

Specialist group visit up to 25 people 85.00 per visit  
25 – 40 people 127.50 per visit  
Out of hours 170.00 per visit

Group visit @ Bradford, Calderdale, Kirklees or Leeds Office  
Introductory group visit 65.00 per visit

Specialist group visit 85.00 per visit

## **OTHER SERVICES**

Consultancy 545.00  
per day

## **ROOM HIRE- WEST YORKSHIRE HISTORY CENTRE**

### **COMMERCIAL**

Learning Zone- Whole (max nos. 35) Half day (am/pm)	100.00
Learning Zone –Whole (max nos. 35) Full day	200.00
Learning Zone- Half with Smartboard ( max nos. 16) Half day(am/pm)	50.00
Learning Zone- Half with Smartboard (max nos. 16) Full day	100.00
Learning Zone-Half with Projector (max nos 14) Half day (am/pm)	45.00
Learning Zone-Half with Projector (max nos 14) Full day	90.00
Large Glass Meeting Room (max nos. 12) Half day (am/pm)	30.00
Large Glass Meeting Room (max nos. 12) Full day	60.00
Small Glass Meeting Room (max nos. 8) Half day (am/pm)	20.00
Small Glass Meeting Room (max nos. 8) Full day	40.00

### **COMMUNITY**

Learning Zone- Whole (max nos. 35) Half day (am/pm)	80.00
Learning Zone –Whole (max nos. 35) Full day	160.00
Learning Zone- Half with Smartboard (max nos. 16) Half day(am/pm)	40.00
Learning Zone- Half with Smartboard (max nos. 16) Full day	80.00
Learning Zone- Half with Projector (max nos, 14) Half day (am/pm)	36.00
Learning Zone Half with Projector (max nos 14) Full day	72.00
Large Glass Meeting Room (max nos. 12) Half day (am/pm)	Free
Large Glass Meeting Room (max nos. 12) Full day	Free
Small Glass Meeting Room (max nos. 8) Half day (am/pm)	Free
Small Glass Meeting Room (max nos. 8) Full day	Free
Additional Tea and coffee for groups over 15 Half day	10.00
Additional Tea and coffee for groups over 15 Full day	15.00

## RECORDS MANAGEMENT

Box supplies  
Standard Box (330mm x 254mm x 380mm) £3.11 per box

## LOCAL AUTHORITY AND PUBLIC RECORDS

### STORAGE RATES

Deep Storage (see note below) 5.38 per box  
per year  
(i.e. 0.45p per  
box per month)

N.B Existing clients who currently use deep storage and wish to transfer further boxes will be allowed to continue at the deep rate

Active Storage (see note below) 6.66 per box  
per year  
(i.e. 0.55p per box  
per month)

N.B. All **new** clients to the service will be charged at the active storage rate (as above) . A **new** client is either a new organisation or a new department or section from an existing client organisation.

### RETRIEVAL CHARGES

The first 24 x retrievals per year are included in the storage charge, after this the the following rates apply:

(N.B.Where a search is requested on the same file/box for a second time this will be counted as **two** retrievals)

Standard *	2.12
Urgent *	10.78
Return	2.12 all per file or box

\*Standard retrieval is guaranteed within  
5 working days

\*Urgent retrieval the following working day

### DESTRUCTION CHARGES

Confidential (with certificate) 2.46 per box

## **OTHER CUSTOMERS**

### **STORAGE RATES**

Active Storage	9.64per box per year (i.e. 0.80p per box per month)
New intake handling charge (for free entry add £0.20 to annual storage rate)	3.25 per file or box

### **RETRIEVAL CHARGES**

Standard *	3.25
Urgent	16.28
Emergency	by special arrangements
Return	3.25 all per file or box

\* For active storage, standard retrieval is guaranteed within  
2 working days

Urgent retrieval will be on the same day for requests  
received before 1 pm and before noon the following  
working day for requests received after 1 pm

\*For deep storage standard retrieval is guaranteed within  
7 working days and urgent retrieval within 2 working days

### **DESTRUCTION CHARGES**

Confidential (with certificate)		3.79? per box
Courier service charges	Standard/Urgent	Commercial rates
Optional services	Cataloguing Professional advice	23.84 57.56 per hour