

Norfolk Record Office Information Leaflet 1

Price List April 2009 - 2010

Leaflets

We produce a leaflet containing general information about using the Norfolk Record Office, as well as a similar leaflet for the King's Lynn Borough Archives. Other leaflets are available on various topics: all leaflets are free of charge. Copies can be sent to you on receipt of a stamped addressed envelope.

Lists and Publications

Parish Registers and Transcripts in the Norfolk Record Office

Gives covering dates of parish (Church of England) registers and of microform copies and transcripts held at the Norfolk Record Office.

**All the above information is available free of charge on our website
<<http://archives.norfolk.gov.uk>>**

Norfolk parish map: showing the location of parishes.
50p plus postage and packing

Photocopies

Staff will advise on the most suitable method of copying documents. Prices **exclude** postage and packing. **VAT at 17.5% will be added to the final charge, unless inapplicable.**

Photocopies 85p. *Photocopies of searchroom lists* 30p.

35mm microfilm 95p per frame (minimum charge 10 frames or fewer £9.50). Orders can take up to three months to complete. Large or awkward documents may incur a handling charge.

Printout copies from microfilm/fiche: £1.50 per sheet.
Also minimum charge for microfilm if film has not already been made.

Self-Service *printout copies from microfilm/fiche*: £5 printout card can be purchased i.e. ten copies at 50p per sheet (**includes** VAT).

Diazo of duplicates of existing microfilm: 16mm £27.00
35mm £40.00

Duplicates of existing fiche: £3.50 per fiche.

A4 colour prints £3.50.
A3 colour prints £4.00.

Assessing documents for copying, preparing estimates, etc.: for orders of 3 or more items or for items not uniquely identified by a reference number £18.00 per half hour or part thereof.

Photography

Photography permits (for visitors taking their own photographs) available at reception.

Photography permit (*per day*) £9.20 **(includes VAT)**

Photography permit (*per week*) £28.61 **(includes VAT)**

Photography permit (*four-weekly*) £61.30 **(includes VAT)**

Still photography: private individuals requiring special facilities £35 per hour or part of an hour.

Where conservation is required to enable copying: handling charge £18.00 per item or bundle.

Other fees and charges

Searches, transcriptions and translations

Please see our separate information leaflet no. 2, *Research and Copying Service*, for details of these fees.

Certificates

Baptism certificate: £13.00.

Marriage certificate - pre-1837 £13.00; post-1837 £7.00.

Vehicle registration search £33.00 plus VAT.

Certification of other copies of documents £17.00, plus VAT unless inapplicable.

Certified transcripts: per 100 words £17.00, plus VAT unless inapplicable.

Facility fees for film and telephone companies and reproduction fees. Please ask for a separate list of these charges.

Miscellaneous

Annual charge for inclusion on Record Searchers' List £25.00.

Payment

UK Customers

A minimum charge of £5 applies, for orders by post.

Payment of the above should be by cheque/postal order made payable to **Norfolk County Council** and sent to the address shown at the end of this leaflet. **Please do not send payment in advance unless you have been asked to do so.**

Non-UK Customers

A minimum charge of £10 applies, for which a Norfolk County Council invoice will be issued.

Payment can be made by sterling cheque or credit/debit card, instructions for which are given on the reverse of the Norfolk County Council invoice.

Please note Sterling Money Orders cannot be accepted in payment.

VAT

VAT is payable within the UK, and on goods/services supplied to countries within the European Union. It is not payable on supplies made outside the EU.



If you need this leaflet in large print, audio, Braille, alternative format or in a different language, please contact the County Archivist on 01603 222599 and we will do our best to help.

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