

# General Information Series



## Selecting Records for Preservation

The Public Record Office of Northern Ireland (PRONI) was established in 1923 as the archive for the province, and contains records of the Northern Ireland central and local government departments and the courts, as well as private and business records.

### Public Records

The Public Records Act (NI) 1923 and the Disposal of Documents Order, No. 167, 1925, places responsibility for the management of public records on the appropriate government department or public body. Each department appoints a Departmental Record Officer to be responsible for the care of all its records (including electronic records). PRONI staff liaise with Departmental Record Officers and their staff on the selection of records for permanent preservation and on the transfer of records to PRONI. They also advise on good record keeping, and promote the effective and efficient management of records across departments.

Selection of public records for preservation takes place in two stages. The first, when the records have passed out of active use, usually takes place ten years after a record has been created. At this point, records that are obviously worthless are destroyed. Records that may still be needed for future administrative purposes, or future research, are kept for a further review at a later date. This process, known as 'second review', takes place when the record is twenty years old. With the perspective of time it is easier to judge which of the records are worth preserving permanently.

The 1925 Order also provides for the deposit of records in places other than the Public Record Office, at the discretion of the Keeper of the Records. An example of such practice is the records of local authority burial grounds. As family plots can be opened for fresh interments for decades after they were first used, the records are continually referred to.

### Private and Business Records

PRONI staff are happy to advise prospective depositors on the historical, legal or political worth of their private papers. We are particularly interested in those papers that relate to Northern Ireland - its land, people, culture and history. Examples of the type of records we would be prepared to preserve permanently are:

- Pre-19th century title deeds and legal papers
- Emigrants correspondence
- Papers and correspondence of prominent people from Northern Ireland such as writers, historians, politicians and academics
- Business records from both current and defunct organisations
- Records from community groups such as charities, advice centres, self-help groups and cultural societies
- Church records (all denominations)
- Sports groups and special interest groups
- Political parties and pressure groups.

As can be seen from the above list, records need not necessarily be very old, nor do they need to belong to famous people. For example, our collections of emigrant letters are, in the main, written by ordinary people to their families back home. These letters are of enormous interest to those studying Irish, American, Canadian, Australian or British history, as emigrants usually made comparisons between Ireland and the country in which they settled. Emigrants often recorded such information as the availability of work, the average wage for an occupation and the general cost of living. Genealogists too, are interested in emigrant letters: they can be invaluable in helping put together a family tree.

On the other hand, there is a limit to the storage space available in PRONI. This means that we have to be very selective in the documents we acquire. We prefer, where possible, not to take duplicates of material already in our custody: newspapers, pamphlets and other printed material are not normally accepted and, unless yours is a very prominent family, the fruits of your genealogical research will not be gathered in.

If you are considering depositing your records in PRONI, then there are three ways in which this can be done: one, as an outright gift, when PRONI will accept all responsibility for the records, including sorting them into a logical sequence, making a coherent list (a copy of which will be given to you), and storing them in secure and environmentally controlled conditions. Your records will be carefully preserved for posterity. PRONI will also take over responsibility for the terms of access and copyright.

Should you wish to retain ownership of your documents, you should consider an indefinite loan. This means that you retain all rights to the documents but in all other respects your documents will be treated as above.

Alternatively, you may like to consider a short-term loan to PRONI for copying. We will, subject to your approval and our finances permitting, make copies (usually on microfilm) before returning the originals to you. The copies will be treated as a gift.



# General Information Series



## The Public Record Office: A Brief History

***A public record is a document created or stored by  
a government in the course of its business.***

In the middle ages, the public records were the king's personal records, created in the course of his business of governing the kingdom. The king moved around his estates from day to day, carrying all his documents around with him, along with his gold, jewels, and other personal belongings.

From the early twelfth century, royal administration became more complex: Two great departments of state gradually evolved: the **Exchequer**, which dealt with the financial aspects of medieval government, and the **Chancery**, the administrative side. They generated their own records and, in addition, documents sent to them also had to be properly organised and recorded. Instructions issued to individuals and institutions (known as Writs), records relating to the courts of law, plus detailed accounts of royal income and expenditure, came to be copied 'for the record'. Copies were made on cleaned, dried and smoothed sheep-skin (parchment). For convenience, these copies were 'enrolled' - that is, sheets of parchment were sewn together to create rolls for easy carriage and storage. The person whose responsibility it was to care for these became known as 'Master of the Rolls'.

Eventually, there were far too many records for the king to carry around with him, even if, by this stage, the entire royal court was becoming less mobile, staying in only a few major palaces each year. The problem then was where to store the records. From the sixteenth to eighteenth centuries, there were over two hundred sites in London and elsewhere in use. Many of the records, now on paper as well as parchment, were kept in appalling conditions where they were simply rotting away. In one instance records were held in a cellar previously used for storing fish and there are also accounts of bird skeletons and mummified rats turning up inside bundles of records!

In 1800, parliament set up a commission to investigate the state of the public records. This revealed the appalling state of neglect into which the nation's memory had fallen. It was not until 1838, however, that it was recommended that a Public Record Office be set up to rectify this state of affairs, and this was ratified by an Act of Parliament that same year.

In 1858, work was started on a purpose-built repository (the first of its kind in the world) designed by Sir James Pennethorn. It was built on the site of what had been the redundant chapel of a hostel in Chancery Lane, known as the *Domus Conversorum* - previously a lodging-house for Jews who had converted to Christianity. While the benefits of a centralised record office were evident, and quickly seized upon by the courts of law and other government departments, it was not, at this stage, compulsory for public bodies to deposit their records there. In fact, it was not until the Public Records Act of 1958 that the selection and transfer of material by all government departments was given the force of law in England.

This was not the case in Ireland, where the first Public Records (Ireland) Act, passed in 1867, declared that

*'all Records ... of the Courts of Chancery, Queen's Bench, Commons Pleas, Exchequer, Probate and Admiralty Courts, and of the former Court of Prerogative, and also all the Records, Maps, Books, and Documents ... and also all original Wills ... and all the Bermingham Tower Plea, Pipe and other Rolls, and the Parliamentary Records, the Records deposited in the State Paper Department ... and all other Records ... should ... be under the charge and superintendence of the Master of the Rolls, and should be removed to this Office ...'* (30 & 31 Vic. c.70, s.4.)

On the 19th November, 1867, the Public Record Office of Ireland was opened in a building to the rear of the Four Courts, Dublin. Many precious, unique and irreplaceable manuscripts were placed there for safe-keeping. In June, 1922, the Four Courts was destroyed by fire in the period of civil disturbance following the establishment of the Irish Free State.

This had repercussions for the new Northern Ireland government. One of the first acts to be ratified was the Public Records Act (Northern Ireland), 1923. The first Deputy Keeper was Dr D.A. Chart. Dr Chart had previously worked for the Public Record Office of Ireland and had an extensive knowledge of the records, including a familiarity with those that had been destroyed. It was he who ensured that the Public Record Office of Northern Ireland was permitted, by law, to bring in documents not expressly created by or for Government use:

*It shall be lawful for any trustee or other person having the custody of any deeds or documents, which ... are fit to be deposited in the Public Record Office of Northern Ireland, so to deposit the same ... and any deeds or documents so deposited shall be deemed to be Northern Ireland records ...* (Geo. V, 13, s.5.)

By approaching solicitors, business people, politicians and - particularly fruitful - the landed aristocracy, Dr Chart was able to compile a significant substitution for some of the destroyed manuscripts. These were initially held in the first Public Record Office of Northern Ireland, situated on the fourth floor of a disused linen warehouse in Murray Street, Belfast, before moving to the new Courts of Justice building, Chichester Street, Belfast, in April, 1933.

Today, the Public Record Office of Northern Ireland, housed in specially built (1968) premises on Balmoral Avenue, Belfast, holds 53 kilometres of shelf-filled records covering every aspect of life in Northern Ireland, a veritable treasure store of information about our past, protected for our future.



## General Information Series

### Latin Terminology in Roman Catholic Church Registers

Many Roman Catholic Church registers were written in Latin. This, combined with poor handwriting, scratchy pen-nibs, watery and faded ink and discoloured paper, makes the documents difficult to read. There is little that can be done to improve the physical condition of the documents but this list should help to make it easier to understand the terminology used.

#### Baptism

LATIN WORD/PHRASE	ENGLISH EQUIVALENT
Baptizandi nomen	Baptism name of the child
Baptus est	Was baptised (male)
Bapta est	Was baptised (female)
Filius	Son
Filia	Daughter
Nomina parentum	Name of the parents
Nomina patrinorum	Name of the godparents
Domicilium	Place of residence

#### Marriage

LATIN WORD/PHRASE	ENGLISH EQUIVALENT
Nomina sponsorum	First names of those married
Cognomen	Surnames
Eorum residentia	Their place of residence
Testes adfuerunt	Witnesses present

#### Other Common Words

LATIN WORD/PHRASE	ENGLISH EQUIVALENT
Die	Day
Mensis	Month
Anno Domini	Year

## Personal Names

ENGLISH	LATIN EQUIVALENT	ENGLISH	LATIN EQUIVALENT
ALBERT	<i>ALBERTUS</i>	HENRY	<i>HENRICUS</i>
ALFRED	<i>ALFREDUS</i>	HORACE	<i>HORATIUS</i>
ALICE	<i>ALICIA</i>	HUGH	<i>HUGO</i>
ANDREW	<i>ANDREAS</i>	JAMES	<i>IACOBUS</i>
ANTHONY	<i>ANTONIUS</i>	JOAN	<i>IOANNA</i>
ARTHUR	<i>ARTURUS</i>	JOHN	<i>IOANNES</i>
BASIL	<i>BASILIUS</i>	JOSEPH	<i>IOSEPHUS</i>
BEATRICE	<i>BEATRIX</i>	JOYCE	<i>IOCOSA</i>
BEARNARD	<i>BERNARDUS</i>	LAWRENCE	<i>LAURENTIUS</i>
CECIL	<i>CAECILIUS</i>	LOUIS	<i>LUDOVICUS</i>
CHARLES	<i>CAROLUS</i>	LOUISE	<i>LUDOVICA</i>
CHRISTOPHER	<i>CHRISTOPHORUS</i>	LUCY	<i>LUCIA</i>
CICELY	<i>CAECILIA</i>	LUKE	<i>LUCAS</i>
CLAUDE	<i>CLAUDIUS</i>	MARGARET	<i>MARGARITA</i>
CLEMENT	<i>CLEMENS</i>	MARK	<i>MARCUS</i>
CYRIL	<i>CYRILLUS</i>	MARY	<i>MARIA</i>
DENIS	<i>DIONYSIUS</i>	MATTHEW	<i>MATTHAEUS</i>
DOROTHY	<i>DOROTHEA</i>	MAURICE	<i>MAURITIUS</i>
EDWARD	<i>EDUARDUS</i>	NORMAN	<i>NORMANNUS</i>
ELLEN	<i>HELENA</i>	OLIVER	<i>OLIVARUS</i>
EMILY	<i>AEMILIA</i>	PATRICK	<i>PATRICIUS</i>
FRANCES	<i>FRANCESCA</i>	PAUL	<i>PAULUS</i>
FRANCIS	<i>FRANCISCUS</i>	PETER	<i>PETRUS</i>
FRANK	<i>FRANCISCUS</i>	PHILLIP	<i>PHILIPPUS</i>
FREDERICK	<i>FREDERICUS</i>	RALPH	<i>RADULFUS</i>
GEOFFREY	<i>GAUFRIDUS</i>	RICHARD	<i>RICARDUS</i>
GEORGE	<i>GEORGIUS</i>	ROBERT	<i>ROBERTUS</i>
GILLIAN	<i>IULIANA</i>	STEPHEN	<i>STEPHENUS</i>
GODFREY	<i>GODEFRIDUS</i>	THOMAS	<i>THOMAS</i>
GRACE	<i>GRAYIA</i>	TIMOTHY	<i>TIMOTHEUS</i>
GREGORY	<i>GREGORIUS</i>	WALTER	<i>GUALTERUS</i>
GUY	<i>GUIDO</i>	WILLIAM	<i>GULIELMUS</i>
HELEN	<i>HELENA</i>	WINIFRED	<i>WINIFRIDA</i>

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for help in producing this leaflet]



# General Information Series



## Weights and Measures

### Troy weight

24 grains	1 pennyweight
20 pennyweights	1 ounce (480 grains)
12 ounces	1 pound (5760 grains)

### Avoirdupois weight

16 drams	1 ounce (437.5 grains Troy)
16 ounces	1 pound (7,000 grains Troy)
14 pounds	1 stone
28 pounds	1 quarter
4 quarters	1 hundredweight (112 pounds)
20 hundredweight	1 ton (2240 pounds)

### Linear measure

12 inches	1 foot
3 feet	1 yard
5.5 yards	1 pole, rod or perch
4 poles	1 chain
10 chains	1 furlong
8 furlongs	1 mile (1,760 yards. Up to the year 1600, an English mile was normally 1,666 yards.)
3 miles	1 league

**Note:** An English, or Statutory mile is 1,760 yards: an Irish, or Plantation mile is 2,240 yards and a Cunningham, or Scottish mile is 1,984 yards.

### Square measure

144 square inches	1 square foot
9 square feet	1 square yard



30.25 square yards	1 square pole
40 square poles	1 rood
4 roods	1 acre
640 acres	1 square mile

**Note:** an English, or Statutory acre is 4,840 square yards: an Irish, or Plantation, acre is 7,840 square yards, and a Cunningham, or Scottish acre is 6,250 square yards.

### **Measure of capacity (used for liquids and dry goods)**

4 gills	1 pint
2 pints	1 quart
4 quarts	1 gallon
2 gallons	1 peck
4 pecks	1 bushel
8 bushels	1 quarter
5 quarters	1 load
36 bushels	1 chaldron

**Note:** A bushel of wheat on average weighs 60 pounds; of barley, 47 pounds; of oats, 40 pounds.  
The gallon contains 10 pounds avoirdupois of distilled water.



# General Information Series



## Counties In Ireland

### Alphabetically

Antrim	Limerick
Armagh	Londonderry
Carlow	Longford
Cavan	Louth
Clare	Mayo
Cork	Meath
Donegal	Monaghan
Down	Offaly
Dublin	Roscommon
Fermanagh	Sligo
Galway	Tipperary
Kerry	Tyrone
Kildare	Waterford
Kilkenny	Wexford
Leitrim	Wicklow
Leix (Laoise)	Westmeath

### By Province

<b>Ulster</b>	<b>Munster</b>	<b>Leinster</b>	<b>Connacht</b>
Antrim	Clare	Carlow	Galway
Armagh	Cork	Dublin	Leitrim
Cavan <sup>†</sup>	Kerry	Kildare	Mayo
Donegal <sup>†</sup>	Limerick	Kilkenny	Roscommon
Down	Tipperary	Leix	Sligo
Fermanagh	Waterford	Longford	
Londonderry		Louth	
Monaghan <sup>†</sup>		Meath	
Tyrone		Offaly	
		Westmeath	
		Wexford	
		Wicklow	

(<sup>†</sup> Ulster counties in the Republic of Ireland.)



# General Information Series

## Copyright: Permission to Publish

### GUIDELINES FOR THOSE WHO PROPOSE TO PUBLISH DOCUMENTS HELD IN THE PUBLIC RECORD OFFICE OF NORTHERN IRELAND (PRONI)

The guidance in this leaflet does not constitute legal advice

#### What is covered by publication?

Any publication whether a book, journal, advertising and information leaflet, exhibition catalogue or website that uses or quotes from a document held in the Public Record Office of Northern Ireland (PRONI) requires permission to publish in which case you need to write to or e-mail us. Your request should include a description of the document and the full PRONI reference number.

#### What permissions do I require before publishing a document?

Permission to publish requires permission from the Deputy Keeper of the records except those public records that are covered by the Crown copyright waiver (i.e. the records of government departments and the courts of law). When you register as a user of PRONI you are required to sign the registration form undertaking 'not to quote from or use the documents in any published form without the written permission of the Deputy Keeper of the Records, which permission I shall formally acknowledge'.

Before you can publish privately deposited documents it may be necessary to obtain the permission of the owner/ depositor of the archive. There are many privately deposited archives where the owner/depositor has requested that they are contacted in the event of anyone wishing to publish any of their papers. Nevertheless, where substantial use is to be made of and/or quotation from the papers, PRONI will need to contact the owner/depositor. It is important that you write to us well in advance of the publication date to give us time to check if permission is required and then to contact the owner/depositor.

Even if PRONI and the depositor/owner give permission, copyright clearance will still have to be obtained. In many instances the owner/depositor of privately deposited papers may only be one of a number of copyright owners in the archive. For example, the papers of the Marquesses of Downshire may include letters from the

Downshire family to the estate agent in which case the present Marquess will be the copyright owner but the archive may also include letters from various people to the Downshire family so the descendants of the authors of these letters would be the copyright owners.

PRONI cannot undertake to trace copyright owners nor can we give you advice on doing so. It is up to the user to fulfil any copyright conditions.

## **If the necessary permissions have been obtained what do I do then?**

If the permissions are granted and you have cleared the copyright position you need to ensure:

That the source of the documents is provided by quoting the full PRONI reference number

That acknowledgement is made to the Public Record Office of Northern Ireland and where relevant to the depositor/owner of the papers and the copyright owner.

PRONI welcomes a complimentary copy of the work.

## **Crown Copyright**

Crown copyright continues to subsist in unpublished Crown copyright protected public records but in practice it is waived. Users may copy, quote, index, transcribe, publish and broadcast the text of Crown copyright material in all formats and media throughout the world without specifically asking for permission, without payment of a Crown Copyright royalty fee and without acknowledgement of copyright. Crown copyright subsists in all copyright works produced by officers or servants of the crown in the course of their duties. It therefore only applies to records of central government departments and the central courts.

However, you should be aware that not all documents in a government department file are Crown copyright. For example, letters written by civil servants on a Department of Education file would be Crown copyright but letters written by private individuals and sent to the Department would be private copyright. Likewise it is possible to find Crown copyright material in a private archive where a civil servant writes to an individual and this letter is preserved in the private papers of that individual.

If you are publishing Crown copyright material the following conditions must be met:

Acknowledgement must be made to PRONI and you must give the full PRONI reference, for example, 'Public Record Office of Northern Ireland - FIN/1/2/1'.

The document should be reproduced accurately and not in a misleading context or in a derogatory manner.

A complimentary copy of the work is supplied to PRONI. In the case of electronic publications that use Crown copyright material PRONI should be provided with an appropriate end-user licence and password access.

## **Private Copyright**

The author is the person responsible for creating the work and may not necessarily be the owner or depositor of the archive. There are two main types of private copyright works in PRONI:

Literary, dramatic and musical works e.g. letters, diaries, accounts, poems; illustrations that are integral to the understanding of the main work are also included in this category.

Artistic works e.g. photographs, drawings, maps, plans and engravings.

Most unpublished literary, dramatic and musical works subject to private copyright will be protected until 31 December 2039. These, together with any accompanying illustrations, can be published without infringement provided:

The author is known and has been dead for at least 50 years

***and***

The identity of the current copyright holder is not known

***and***

The document is deposited in PRONI

***and***

The item is over 100 years old

Artistic works – the duration of copyright depends on the nature of the work.

The following is issued for guidance only:

- Photographs - Unpublished and taken before 1 June 1957:  
copyright expires 70 years after the death of the author.
- Taken after 1 June 1957 and published before 1 August 1989:  
copyright expires 70 years after first publication.

## **Bibliography**

Graham P Cornish, *Copyright: interpreting the law for libraries, archives and information services* (Facet Publishing, 2004), 4<sup>th</sup> edition.

Tim Padfield, *Copyright for Archivists and Users of Archives* (Facet Publishing, 2007), 3<sup>rd</sup> edition.

The National Archives copyright leaflet

Office of Public Sector Information

# General Information Series

## Civil Registers and Indexes of Births, Marriages and Deaths held at the Family History Centre of the Church of Latter Day Saints



### Births

#### **Indexes of births, 1864 -1921.**

From 1878 the indexes are arranged by quarter, i.e. March, June, September and December so a birth recorded in July would appear in the September index.

Birth certificates, 1864 - 1880 & 1900 - 1913 for all Ireland.

### Deaths

#### **Indexes of deaths, 1864 - 1870**

Death certificates, 1864-1870, for all Ireland.

### Marriages

#### **Indexes of marriages, 1845-1870**

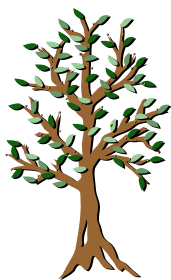
Marriage certificates, 1845-1870 for all Ireland.

**Note:** Roman Catholic marriages are registered only from 1864.

**The Family History Centre of the Church of the Latter Day Saints is located at:**

401 Holywood Road, Belfast BT4 2GU Tel: +44 (0)28 9076 9839





# PRONI ENQUIRIES SERVICE



## What is the PRONI enquiry service?

PRONI's enquiry service provides free advice and guidance about the records we hold in response to written/email enquiries. In addition, PRONI offers fee-paying services including a Search Service and a Copy Order Service.

### Free advice and guidance

We will answer general enquiries about PRONI records free of charge - for example, if you are asking whether or not we hold records of a particular school, church or landed estate. We can also provide information on PRONI services and our programme of talks, workshops and events.

### Fee Paying Services:

PRONI also offers fee-paying services in response to remote enquiries, including a Search Service and a Copy Order Service.

### Search Service

The Search Service we offer is limited to requests for specific information in clearly identified archives. For example, a baptism, marriage or burial entry in a particular church record. A search fee will cover a search for an individual or event within a particular archive over an identified 10 year period. There is a maximum of 5 searches per request.

Before we undertake any searching we will confirm with you what we will be looking for and the records we will be using. Only when this has been agreed and payment has been received do we proceed with your order.



#### Opening Hours

Mon-Wed and Fri 9:00am-4:45pm  
Thurs 10:00am-8:45pm  
(Please check in advance for  
late evening opening)

Public Record Office of Northern Ireland  
2 Titanic Boulevard, Belfast, BT3 9HQ  
Tel: (028) 9053 4800 Fax: (028) 9053 4900  
Web-site: <http://www.nidirect.gov.uk/proni>  
e-mail: [proni@communities-ni.gov.uk](mailto:proni@communities-ni.gov.uk)



Our fees are based on the time spent to carry out a search or copy order and not on the results. **Please note the cost agreed is for undertaking the requested search and no guarantee can be given that the required information will be found.** There are no refunds for unsuccessful searches.

The Search Fee includes a complimentary reference copy (paper/digital) of any result found. If you would like a high resolution paper/digital copy of a search result, there may be additional reprographic costs (see Appendix A). Any additional copying/costs would be agreed with you in advance.

- PRONI does not offer a comprehensive genealogical service.
- We do not undertake research - for example, we will not interpret the content or relevance of documents to your particular interests.
- We do not undertake 'speculative' searches - for example, we cannot provide details of every individual with a particular surname that appears on a register/record.

If you wish someone to carry out research on your behalf, you could consider contacting an independent commercial researcher.

### Copy Order Service

The Copy Order Service provides copies of records based on the specific PRONI references provided by the customer.

There is a copy administration fee plus the cost of reprographics, and any additional costs such as special attention order costs and/or postage and packaging if required.

**No searching is undertaken by PRONI staff as part of a copy order.** We will verify that the record copied matches the document reference you have identified. **We cannot verify the content of the record or confirm whether or not it is relevant to your research.**

### Certification

You can also request that copies of PRONI documents be certified for legal purposes. Certification fees are charged per page (see Appendix A).

### How do I identify what records might be relevant to my research?

If you are unable to visit PRONI, by visiting the PRONI website you can search PRONI's eCatalogue or our various guides to PRONI records



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Web-site: <http://www.nidirect.gov.uk/proni>  
e-mail: [proni@communities-ni.gov.uk](mailto:proni@communities-ni.gov.uk)

which will help you identify a PRONI reference number for your search or copy request.

[www.nidirect.gov.uk/proni](http://www.nidirect.gov.uk/proni)

If you are still unsure which records are relevant, write to us outlining your research query and we can advise you further.

### **How do I request a search or copy order?**

To request a search, you can contact us by e-mail or letter (details below) or alternatively complete an online enquiry form on the PRONI website.

*Public Record Office of Northern Ireland  
2 Titanic Boulevard  
Titanic Quarter  
Belfast  
BT3 9HQ*

Email: [proni@communities-ni.gov.uk](mailto:proni@communities-ni.gov.uk)

**Please do not send any money in advance. When your request is received we will contact you to let you know if we hold the relevant records needed to proceed with a search and provide a quote for the cost.**

Do remember, if you have the chance to visit PRONI in person, there are no charges for carrying out your own personal research. If you are visiting PRONI please note, you need to be a registered visitor to research and consult the archives.

Visit our website [www.nidirect.gov.uk/proni](http://www.nidirect.gov.uk/proni) for more information about visiting PRONI and registration.

### **How much does it cost?**

Based on the information you provide, PRONI staff will advise on the costs. This is based on work involved and any additional costs, such as specialist copying, certification and postage.

The charges for PRONI's enquiry service depend on how complex your query is. Standard search and copying fees are listed overleaf in Appendix A.



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e-mail: [proni@communities-ni.gov.uk](mailto:proni@communities-ni.gov.uk)

## Appendix A

SEARCH FEE	FEE	FEE EXC VAT
A search fee will cover PRONI staff searching for specified information in a particular archive (excluding any additional fees incurred), over an identified 10 year period, for each 15 minutes expended. (Fee includes a complimentary reference paper/digital copy of any result found).	<b>£23.90</b>	<b>£19.92</b>
COPY ADMINISTRATION FEE		
A Copy administration fee (per up to five items ordered/ 15 minutes staff time expended).  PLUS  One or more of the reprographic (copy) charges below.	<b>£11.20</b>	<b>£9.33</b>
PAPER COPIES		
<b>A4/A3</b>	<b>£4.80</b>	<b>£4.00</b>
<b>A2</b>	<b>£12.90</b>	<b>£10.75</b>
<b>A1</b>	<b>£17.90</b>	<b>£14.92</b>
<b>AO</b>	<b>£27.80</b>	<b>£23.17</b>
DIGITAL COPIES		
<b>New Digital Image</b>	<b>£4.70</b>	<b>£3.92</b>
<b>Digital Image already held by PRONI</b>	<b>£3.40</b>	<b>£2.83</b>
CERTIFICATION OF PAPER COPIES		
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