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Our ref: NAS3/E3/6.3/1

21 March 2006

Dear

### **Fees at the National Archives of Scotland**

Thank you for your information request dated 9 March 2006, concerning the above.

Access to the documents held by the National Archives of Scotland is, in most cases, free at the point of inspection in our search rooms. The NAS does not charge a fee for access to documents for personal or private research purposes. There is a charge for access to documents for legal and commercial purposes, which is set out in Scottish Statutory Instrument 2005, no. 77, **Act of Sederunt (Fees in the National Archives of Scotland 2005)**, a copy of which can be viewed at: <http://www.opsi.gov.uk/legislation/scotland/ssi2005/20050077.htm>. From this you will see that we can charge a fee of £6 for the inspection of each volume, document or process, and the production of associated copies.

The fees and charges for reprographic services are made on a cost recovery basis. We do not make any money from this service. These costs cover such things as staff time, materials, and postage and packaging. A list of our current fees and charges for copying services can be found on our website at: [www.nas.gov.uk/searchRooms/copyingFees.asp](http://www.nas.gov.uk/searchRooms/copyingFees.asp).

Our right to make these charges is set out in section 10 of the Public Records (Scotland) Act 1937. I have attached a copy of this legislation for your information.

In regards to access to material under the Freedom of Information Act: the vast majority of information held by the National Archives of Scotland constitutes exempt information under section 25 of the Freedom of Information (Scotland) Act 2002, that is information which is otherwise accessible. FOI(S)A does not prohibit us from charging for copies of such information. Where we do supply information under FOI(S)A, i.e. for information that is not considered 'otherwise accessible' and does not fall under another exemption, this is done at no charge to the requester.

I hope that this has answered your queries. Please get in touch if I can be of any further assistance. If you have any complaints about how your request has been handled, please write in the first instance to me, as the FOI Officer, at the above address. If this fails to resolve the matter to your complete satisfaction, you have the right to apply to the Scottish Information Commissioner for a decision.

Yours sincerely,

**Morag Fyfe**

Freedom of Information Officer

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