

PROPOSED SUBORDINATE LEGISLATION CONSULTATION PAPER

PUBLIC USE OF THE RECORDS (MANAGEMENT AND FEES) RULES (NORTHERN IRELAND)

***PUBLISHED BY THE DEPARTMENT OF CULTURE,
ARTS AND LEISURE***

1. INTRODUCTION

This consultation document is designed to seek your views on proposals by the Department of Culture, Arts and Leisure (the Department) to amend and update existing legislation relevant to the Public Record Office of Northern Ireland (PRONI) – *the Public Use of the Records (Management and Fees) Rules (Northern Ireland) 1996 (SR 1996 No.38)*.

The consultation document provides consultees with background information on the proposed changes to the legislation and the supporting rationale.

1.1 How to Respond:

The Department welcomes your views on the proposals. Your response which must be received by 2nd December 2008 should be sent to the Response Co-ordinator at the address below:

Mrs Sandra Ireland,
Response Co-ordinator - Consultation Document,
Public Record Office of Northern Ireland
66 Balmoral Avenue,
Belfast, BT9 6NY

Phone: 028 90 255889
Fax: 028 90 255999

Responses may also be sent by e-mail to Sandra.Ireland@dcalni.gov.uk or via the appropriate link on the PRONI website www.proni.gov.uk/

Should you require this document in an accessible format such as Braille, audio-tape, large print or minority ethnic language, please contact the response co-ordinator.

1.2 Summary of Responses

The Department will usually publish a summary of responses following the completion of this consultation process. If you would prefer your response to be treated as confidential, please let us know, stating your reasons clearly. Any

automatic confidentiality disclaimer generated by your IT system will not be considered sufficient for treating your response with confidentiality.

If we are asked to disclose responses under Freedom of Information legislation, we will take any requests for confidentiality into account. However, confidentiality cannot be guaranteed.

We will handle appropriately any personal data you provide in accordance with the Data Protection Act 1998.

For further information about confidentiality of responses, please contact the Information Commissioner's Office or see their website at:

www.informationcommissioner.gov.uk,

1.3 Timetable

The closing date for the consultation is 2nd December 2008. It is anticipated that the new legislation will be in place from 1st April 2009.

1.4 Equality considerations

The Department has undertaken an equality impact screening exercise and does not consider that this proposal impacts adversely on any of the nine designated equality categories as defined under Section 75 of the Northern Ireland Act 1998. A copy of the screening form can be issued on request.

1.5 Regulatory Impact Assessment

There is no evidence that this draft subordinate legislation will have a material impact on business, charities, social economy enterprises or the voluntary sector. In these circumstances a Regulatory Impact Assessment (RIA) is not deemed necessary.

2. BACKGROUND

The Public Record Office of Northern Ireland (PRONI) is a Division of the Department of Culture, Arts and Leisure. PRONI's primary 'establishing' legislation is the Public Records Act (Northern Ireland) 1923 – which permits the Minister, under Section 9, as Keeper of the Records to

- Set fees for services provided and
- Establish rules for the management of the Public Record Office of Northern Ireland (including rules for the admittance of the public).

Historically, these issues were addressed by subordinate legislation – the current legislation being the *Public Use of the Records (Management and Fees) Rules (Northern Ireland) 1996* – SR 1996 No 38.

This consultation document sets out the proposals for a number of necessary changes to the existing subordinate legislation – covering both admittance rules and fees to be charged.

A review of the admittance rules applying to those using PRONI's on-site facilities is considered necessary to take account of new procedures and technology advancements, for example the use of mobile phones, personal sound systems, personal computers, digital cameras and Wi-Fi facilities. PRONI wishes to ensure that its users (a) do not disturb others through an inappropriate use of this technology or (b) compromise security.

In respect of the charging for goods and services the current approved fees date back to 1996 and require revision to bring them into line with current costs and to introduce appropriate charges for the introduction of new services. The organisation has been directed by the Minister and the Culture, Arts and Leisure (CAL) Committee of the Executive to seek opportunities to increase income levels. These additional funds will be retained for reinvestment into the development of the organisation.

In drafting the revised subordinate legislation, the Department considered the processes and policies of other national archival institutions

- The National Archives
- National Archives of Scotland

- National Archives of Ireland
- European Board of National Archivists

Informal consultation has also taken place with PRONI Forum members who represent a range of our users' interests.

3. COST RECOVERY POLICY

3.1 Objective

This current revision of charging aims to:

- closely link the level of fees charged to the direct cost of providing services in accordance with the requirements of the Department of Finance and Personnel's *Managing Public Money Northern Ireland* (MPMNI)¹ issued in June 2008.
- increase the level of cost recovery within PRONI.

The re-investment of income generated will lead to improved levels of service, the introduction of new products and further opening of PRONI's resources to both national and international users via the internet.

Chapter 6 of *Managing Public Money Northern Ireland* (MPMNI) states:-

"It is the Executive's policy to charge for many publicly provided goods and services. This approach helps allocate use of goods or services in a rational way because it prevents waste through excessive or badly targeted consumption..." (ref 6.1.1)

"The norm is to charge at full cost" (ref.6.1.2)

"If ministers decide on a financial target short of full cost recovery, there should be a plan to achieve full cost recovery within a reasonable period. If this is not intended, it is important to decide (and document) clearly why and how long any deliberate public subsidy should last".(ref 6.2.8)

As noted in section 2 above, PRONI has been directed to increase its fees income, which in 2008/09 is expected to recover less than 1% of the organisation's running costs.

A range of the proposed fees and charges is deliberately being set at a lower cost recovery level than would be necessary if all PRONI's direct and indirect costs were

¹ www.aasdni.go.uk

being passed on to customers. The organisation is aware that the process of seeking increased cost recovery must not destroy the balance of the existing market and should not work in opposition to its declared objective of encouraging increased access to the archives.

Appendix A provides a list of existing and proposed services including:

- the proposed charging schedule
- where available, a comparison of the cost of similar services in The National Archives (TNA) and National Archives of Scotland (NAS).

Appendix A also lists the 100% cost recovery charge that would be required if all PRONI's direct costs and related overheads were to be recharged to customers.

All costs have been compiled using projections for the 2008/09 financial year and will be adjusted in the legislation by forecast inflation indices provided by the Office for National Statistics to cover 2010, 2011 and 2012.

3.2 Options considered and sifted

Option 1: No change to current legislation

This is not a feasible option as the current fees and charges are out of date and need to be updated in line with DFP guidance to cover a range of new services which PRONI wishes to introduce.

Option 2: No charge for services

The Department would have to meet the organisation's costs in full. Customers would not be contributing in any way to the cost of the resources they were using. This would ultimately lead to a reduction in the standard and choice of service offered to the public and delays in introducing new products and services.

This is not considered feasible in the medium to long term due to increased pressure on government finances and the direction given to the organisation by the Minister and CAL Committee.

Option 3: All fees based on full cost recovery

Based on the full costs associated with the administration, human resources, stationery and equipment required to provide the service, full cost recovery is a desirable option for the Department and for the Minister given that it would have the least draw on the public purse. However, it is recognised that if charges are set too high for the basic services it would have a negative impact on PRONI's objective to encourage increased access to the archives.

This option is not considered feasible at present.

Option 4: A mixed pricing model.

Where partial subsidisation is considered beneficial for promoting the aims of the organisation, costs have been set accordingly. The prices to be charged for services are individually considered to see whether full cost recovery is feasible.

This will allow PRONI:

- (a) a degree of flexibility to increase its level of recovery in line with the current market, and
- (b) to introduce higher levels of cost recovery for a number of specific services.

This mixed pricing approach is considered to be the best option.

4. KEY PROPOSED CHANGES TO THE EXISTING LEGISLATION - FEE RELATED

4.1 Viewing of records on-site

It is important to note that on-site visitors undertaking their own research will continue to have access to the research facilities and to view the records free of charge.

The Deputy Keeper's discretion to waive charges under Section 9(3) of the 1923 Act will remain.

4.2 Discontinued Charges

The following table lists charges for goods and services that are proposed to be withdrawn or covered by the Search Fee (section 4.3)

Item	Charge
Inspection fees of any records	£4.35 per day £100 per annum
Business fees for written requests (from legal bodies) regarding wills and grants	£4.45
Photocopies of wills	£5.35
Photocopies of testamentary grants	£5.10
Combined fee where a photocopy of both a will and the associated testamentary grant are requested	£6.40
Photocopies of Inland Revenue Affidavits	£4.85
Positive silver microfilm copies, where no master negative exists	Per frame £0.21 Minimum charge £20
Diazo microfilm copies, where no master negative exists	Per frame £0.18 Minimum charge £18.90
Duplicate silver microfilm copies of existing microfilm	Per reel of 30 metres £22.25 Per metre £0.75 Minimum charge £2.75
Duplicate diazo microfilm copies of existing microfilm	Per reel of 30 metres £13.30 Per metre £0.43 Minimum charge £2.75

4.3 Search Fee

The existing search fee will be increased and will cover all archival research carried out by PRONI staff at the request of customers. This includes legal requests, Access to Information requests (for searches in open historical archives only) and day to day written requests.

This change is considered necessary to deal with requests under a range of 'Access to Information' legislation (such as the Freedom of Information Act and the Environmental Information Regulations) which allow authorities their own fee-setting arrangements. This is also permitted under The Public Records Act (Northern Ireland) 1923.

However, in line with Northern Ireland Civil Service (NICS) policy there will be no charge for FOI requests relating to PRONI's own administrative records. This is similar to the current practice of The National Archives.

4.4 New charges

The following list provides details of the proposed key changes to PRONI services.

a) Officers' time

Officers' time will be charged at an hourly fee and their travelling and subsistence expenses will be charged in accordance with NICS rates. Examples may include Court appearances, speaking at conferences and television / radio presentations.

b) Sub-contracted costs

Where PRONI subcontracts work to a third party contractor (for example duplication of microfilm) it is proposed that the charge to the customer will be the full sub-contractor's cost plus an administration fee, based on the published staff hourly rate.

c) Friends of PRONI subscription scheme

For a relatively small annual fee members will receive regular updates and invitations to specialist seminars and talks.

d) On-line Access

PRONI has over 1.2 million visits a year on its website. This provides an opportunity to reach an increasing international customer base and to provide a range of new archival, fully searchable, indexes and catalogues through self-funding.

The associated access costs for images of documents are based upon the current market rates of The National Archives in London and the National Archives of Scotland. There will be no charge for searching indexes and catalogues on-line. We are confident that this represents value for money for our on-line users.

Further details of other new charges are included in **Appendix A**.

4.5 KEY PROPOSED CHANGES TO THE EXISTING LEGISLATION - ADMITTANCE RELATED

New rules will be included to give a legal standing to procedures aimed at improving security and preventing inappropriate behaviours:

- Members of the Public will be required to sign out on departure
- Mobile phones, personal sound systems, personal computers and digital cameras are added to the list of items not allowed in the public research area without prior permission.
- Members of the Public will be required to sign for the receipt and return of documents they have obtained.

A list of consultees is attached at Appendix B.

A reply slip is attached at Appendix C

Appendix A

Cost proposals and comparisons		PRONI Existing Gross	PRONI Existing Net of VAT	2008-09 Base Year PRONI Proposed Gross	2008-09 Base Year PRONI Proposed Net of VAT	Charging Rationale	PRONI 100% cost recovery Net of VAT	Calculation	National Archives London	National Archives Scotland All Fees under Review
A	SEARCH FEES (requiring PRONI staff to do research)									
	Search fee (to be charged per 15 minutes or part thereof). For example - Access to Information & legal requests	£13.30 per hour	£11.32	£60 (£15 / 15 min)	£51 per hour	Subsidised Costs 97% covered	per hour £52.45	Salary & related overheads	£51+ VAT = £60 gross or £15 / 15 min	Minimum charge £40.
B	OFFICER'S TIME									
	PRONI staff time at courts / conferences etc Charge per hour or part thereof			£60 (£15 / 15 min)	£51 per hour	Subsidised (to market price) Costs 45% covered	per hour £113.77	Salary & related overheads	£420 per day approx £58 p.hr No VAT	N/A
C	REPROGRAPHIC FEES - PAPER									
	<u>Paper copies of original documents</u>									
	Regular A4 per sheet - Black & White	£0.30	£0.26	£0.40	£0.34	Subsidised (to market price) Costs 19% covered	£1.75	Salary & related overheads Paper & Ink	£0.40 £0.45 No VAT	£2.50 per 5 pages(internal) £10.00 for 1st 10 pages (external)
	Regular A3 per sheet - Black & White									
	Regular A4 per sheet - Colour	£0.40	£0.34	£0.40	£0.34	Subsidised (to market price) Costs 19% covered	£1.75	Salary & related overheads Paper & Ink	N/A	Above A3 Minimum charge £15.00
	Regular A3 per sheet - Colour									
	<u>Paper copies from existing microfilm (black & white)</u>									
	Regular Copy per A3 sheet	£0.95	£0.81	£1.00	£0.85	Subsidised Costs 19% covered	£4.37	Salary & related overheads Paper & Ink	£0.40 No VAT	N/A
	Regular Copy per A3 sheet self service			£0.30	£0.26	Subsidised (to market price) Costs 19% covered	£1.91	Salary & related overheads Payment card Paper & Ink	£0.25 No VAT Self service only per legislation	N/A
	<u>Paper copies of scanned documents (black & white)</u>									
	A4 per sheet			£2.20	£1.87	Subsidised Costs 35% covered	£5.35	Salary & related overheads Paper & Ink	£2.10 No VAT	N/A
	A3 per sheet			£2.20	£1.87	Subsidised Costs 35% covered	£5.35	Salary & related overheads Paper & Ink	£2.80 No VAT	N/A

Cost proposals and comparisons		PRONI Existing Gross	PRONI Existing Net of VAT	2008-09 Base Year PRONI Proposed Gross	2008-09 Base Year PRONI Proposed Net of VAT	Charging Rationale	PRONI 100% cost recovery Net of VAT	Calculation	National Archives London	National Archives Scotland All Fees under Review
	Regular A2 per sheet	£5.40	£4.60	£7.00	£5.96	Full cost	£5.96	Salary & related overheads Paper & Ink	£5.50 No VAT	N/A
	Regular A1 per sheet	£5.40	£4.60	£12.00	£10.21	Full cost	£10.21	Salary & related overheads Paper & Ink	£14.70 No VAT	N/A
	Regular A0 per sheet	£5.40	£4.60	£14.00	£11.92	Full cost	£11.92	Salary & related overheads Paper & Ink	£19.70 No VAT	N/A
	Paper copies of scanned documents (coloured)									
	A4 per sheet			£3.00	£2.55	Subsidised Costs 48% covered	£5.35	Salary & related overheads Paper & Ink	£2.50 No VAT	N/A
	A3 per sheet			£3.50	£2.98	Subsidised Costs 56% covered	£5.35	Salary & related overheads Paper & Ink	£5.00 No VAT	N/A
	A2 per sheet			£7.00	£5.96	Full cost	£5.96	Salary & related overheads Paper & Ink	£10.00 No VAT	N/A
	A1 per sheet			£12.00	£10.21	Full cost	£10.21	Salary & related overheads Paper & Ink	£20.00 No VAT	N/A
	A0 per sheet			£14.00	£11.92	Full cost	£11.92	Salary & related overheads Paper & Ink	£40.00 No VAT	N/A
D	REPROGRAPHICS FEES - EMAIL / CD-ROM / DVD									
	For scanned images provided electronically									
	Black & White / Colour - per image - scanned through an automated scanning process e-mail			£5.00	£4.25	Subsidised Costs 97% covered	£4.37	Salary & related overheads	£2.10 to £13.40 No VAT	£10.00 per image
	Black & White / Colour - per image - scanned through a manual process or with a specialised digital camera e-mail			£10.00	£8.51	Subsidised Costs 97% covered	£8.74	Salary & related overheads	£2.10 to £13.40 No VAT	£10.00 per image
	CD-ROM			£1.00	£0.85	Full cost	£0.85	CD-ROM	£3.00 No VAT	N/A
	DVD			£1.00	£0.85	Full cost	£0.85	DVD	£5.00 No VAT	N/A

Cost proposals and comparisons		PRONI Existing Gross	PRONI Existing Net of VAT	2008-09 Base Year PRONI Proposed Gross	2008-09 Base Year PRONI Proposed Net of VAT	Charging Rationale	PRONI 100% cost recovery Net of VAT	Calculation	National Archives London	National Archives Scotland All Fees under Review
E	REPROGRAPHIC FEES - MISCELLANEOUS For reprographic work requiring special attention or not covered in the above. Bulk and outsized orders, A handling fee for individual orders which require 15 minutes or more (in addition to any reprographic fee payable). Charged at the hourly rate or part thereof.	£11.10		£25.00	£21.28	Subsidised Costs 41% covered	£52.45	Salary & related overheads	£30.00 per hour	Full cost recovery - Estimate provided
F	POSTAGE AND PACKAGING For all products returned by PRONI to customers by post	at cost	at cost	£3 minimum		Full cost			at cost £3 minimum	at cost
G	CERTIFICATION FEE Previously charged per page	£0.55 no VAT	£0.55	£7.00 1- 20 pages £20.00 21- 50 pages £1.00 each extra page		Subsidised Costs 95% covered	£7.37	Based on 10 pages Salary & related overheads	£25.00 per sheet	£10.00 per deed
H	ONLINE ACCESS TO RECORDS Wills / other on-line databases Catalogues / Index Viewing of scanned images of documents (per view) Viewing of scanned images of documents (monthly password) Photographs / images View - of low resolution images Electronic copy of image			£0.60 £10.00	Free £0.51 £8.51	Commercial			Free £3.50 N/A	Free £5.00 via 3rd party Ancestry.com 60p per view Census on line 75p per view
I	INTERNET ACCESS Restricted internet access to designated sites Wider internet access provided within reading / study rooms (per hour) Wi-fi access within reading / study rooms (per day)				free £1.70 £1.70	Commercial Commercial			£1.00 per half hour N/A	N/A
J	USE OF PERSONAL DIGITAL CAMERA To cover invigilation plus administration costs relating to copyright			£10.00	£8.51 Per Hour	Commercial	£8.74	Salary & related overheads	£2.00 per 15 minutes for invigilation & space reservation	
K	RETRIEVAL OF DOCUMENTS IN BULK Retrieval of documents from outstorage for Public Sector Bodies 4 hour turnaround 48 hour turnaround			£53.50	£45.53 £12.77	Full cost Sub contractor charge	£45.53 £11.50 £1.27 £12.77	Salary & related overheads per 10 boxes (standard charge) and £1 per extra box Minimum charge Cost per box	N/A	N/A

Cost proposals and comparisons		PRONI Existing Gross	PRONI Existing Net of VAT	2008-09 Base Year PRONI Proposed Gross	2008-09 Base Year PRONI Proposed Net of VAT	Charging Rationale	PRONI 100% cost recovery Net of VAT	Calculation	National Archives London	National Archives Scotland All Fees under Review
L	"FRIENDS OF PRONI" PAID MEMBERSHIP SCHEME For a small annual fee members will receive updates and invitations to special seminars and talks.			£20.00	£17.02	Commercial			N/A	
M	COSTS INCURRED FOR SUB-CONTRACTED SERVICES For services provided by 3rd party - e.g. duplication of existing microfilms			To be quoted at: 3rd party costs & Staff time for appropriate grade (+ VAT)		Commercial	per hour Full Cost <input type="text" value="£52.45"/>	AO grade example Salary & related overheads PLUS SUB-CONTRACTOR'S COSTS		
N	USE OF RECORDS BY TV & FILM COMPANIES	£27.60 for 1/2 day		£10.00	£8.51 Per Hour	Commercial	<input type="text" value="£8.74"/>	Salary & related overheads	N/A	
O	THE COMMERCIAL USE OF PRONI ARCHIVES Permission to use PRONI archival material in publications or commercial products. Price to be negotiated and linked to the number of copies to be produced.			0.021 pence per sq cm X no of reprints + VAT Minimum Charge = £50 + VAT		Commercial				OSNI Royalty Fee 0.021 pence per sq cm X no of reprints + VAT
P	VENUE HIRE Charge for hire of rooms to other organisations. Charge will be at two-hourly rate and will relate to the room capacity.			£30.00 £50.00 £75.00	£25.53 £42.55 £63.83	Commercial		Small meeting room 20 to 40 persons 100 persons +	£40-£75 per hour	N/A
Q	DUPLICATE REGISTRATION PASS To replace a photographic Reader Pass			£2.50	£2.13	Full cost	<input type="text" value="£2.13"/>	Salary & related overheads Card Print ribbons		N/A

2008-09

Staff Grade	TOTAL COST PER HOUR*
Head of Division	265.33
Curatorial C	164.03
Principal Officer	160.37
Senior Systems Analyst	125.22
Deputy Principal	114.64
Curatorial D	113.77
Systems Analyst	106.67
Conservator E	102.71
Support Grade Band I - Security Guard	96.99
Curatorial E	88.84
Programmer Analyst	86.32
Trainee Accountant	84.00
Executive Officer 1	84.00
Support Grade Band II - Security Guard	80.97
Conservator F	77.25
Curatorial F	71.82
Personal Secretary	71.15
Executive Officer 2	66.31
Programmer	63.75
Support Grade Band I	56.63
Administrative Officer	52.45
Support Grade Band II	45.52
Administrative Assistant	42.30
IT Student	35.87

*

Includes gross salary, employers National Insurance contributions, pension and related organisational overheads.

Overheads are calculated at £4.60 per £1 of direct salary cost

Appendix B

List of Consultees for the Review of the Public Use of the Records (Management and Fees) Rules (Northern Ireland) 1996 – SR 1996 No 38

Commercial Researchers

Antrim and Down Ancestry
Armagh Ancestry
Enquireland
Family Ulster
Federation for Ulster Local Studies Ltd
Genealogy Ireland Ltd
Historical Research Associates
Irish Genealogy Ltd
Brian Mitchell (Formerly of Derry Genealogy Centre)
Irish World Family History Services
Genealogy Ireland Ltd
Mr J McCabe - Genealogist
Mr O D Cresswell – Genealogist
Ms Joanna Gault BA – Genealogist
Northern Ireland Family History Society
All members of the PRONI Forum
Province of Ulster Research
Root and Branch Irish Family Research
Ulster Ancestree
Ulster Historical Foundation

Libraries

Armagh Public Library
Belfast Central Library
Linen Hall Library
South Eastern Education and Library Board (Local Studies)
North Eastern Education and Library Board (Local Studies)
Western Education and Library Board (Local Studies)
South Eastern Library Board (Local Studies)

Councils

Antrim Borough Council
Ards Borough Council
Armagh Borough Council
Ballymena Borough Council
Ballymoney Borough Council
Banbridge Borough Council
Belfast City Council
Carrickfergus Borough Council
Castlereagh Borough Council
Coleraine Borough Council
Cookstown Borough Council
Craigavon Borough Council

Derry City Council
Down District Council
Dungannon and South Tyrone Borough Council
Fermanagh District Council
Larne Borough Council
Limavady Borough Council
Lisburn City Council
Magherafelt District Council
Moyle District Council
Newry and Mourne District Council
Newtownabbey District Council
North Down Borough Council
Omagh District Council
Strabane District Council

DCAL Branches

DCAL Information Management Branch
DCAL Museums Branch
DCAL Equality Branch

Newspapers

Advertisements will be placed in the following local papers
Belfast Telegraph
Irish News
News Letter

Other Government Departments

Office of the First and Deputy First Minister
Assembly Business Office
Culture , Arts and Leisure Committee
Dept of Agriculture and Rural Development
Dept of Education
Dept of Employment and Learning
Dept of Enterprise Trade and Development
Dept of Environment
Dept of Finance and Personnel
Dept of Health, Social Services and Public Safety
Dept of Regional Development
Dept of Social Development

Universities/Education Facilities

Belfast Institute for Further and Higher Education (BIFHE)
C2K
Centre for Migration Studies
Institute of Ulster Scots Studies, University of Ulster
Queens University, Belfast
St Mary's University College, Belfast
Stranmillis University College

Ulster University, Coleraine
Ulster University, Jordanstown
Ulster University, Magee
Workers Education Association

Museums

Armagh County Museum
Armagh Planetarium
Carrickfergus Museum and Civic Centre
Down County Museum
Enniskillen Castle Museums
Harbour Museum
Larne Museum
Lisburn Museum
Mid-Antrim Museum (Newtownabbey)
Mid-Antrim Museum (Ballymena)
NI Museums Council
Tower Museum
Ulster American Folk Park
Ulster Folk and Transport Museum
Ulster Museum
National Museums and Galleries of Northern Ireland
The Somme Heritage Centre

Local Historical Societies/Groups

Ulster Local History Trust
Ulster Scots Agency
Ulster Society

Miscellaneous

Arts Council of Northern Ireland
Co-operation Ireland
Community Relations Council
Creative Writers Network
Foras Na Gaeilge
NI Screen
Northern Ireland Tourist Board
Ulster Scots Academy

Distribution from the Machinery of Government Guidance Document

Executive Ministers and Junior Ministers
Leaders of parties in the Assembly
Other Northern Ireland parties not in the Assembly
Northern Ireland MPs and MEPs who are not party leaders or MLAs

Northern Ireland Assembly

The Speaker of the Assembly
Members of the Northern Ireland Assembly,(MLA) - Consultation document
forwarded through papers presented route
The Assembly Business Office
NI Assembly Library

Office of the First Minister and Deputy First Minister

Machinery of Government Division
Central Management Unit

Civic Forum**North/South Ministerial Council (NSMC)****Northern Ireland Office**

Devolution and Legislation Division
Legislation and Parliamentary Unit

Legal Deposit Libraries

The British Library
The Bodleian Library, Oxford
The University Library, Cambridge
The National Library, Scotland
The National Library, Wales
The Library of Trinity College, Dublin
The Library, Queen's University Belfast

Statutory Bodies

The Executive Council of the Inn of Court of NI
The Law Society of NI
The Head of School Law, University of Ulster
Institute of Professional Legal Studies (QUB)
HM Council of County Court Judges
Belfast Solicitors Association
School of Law (QUB)
Clerk of Petty Sessions, Laganside Courts
Law Centre (NI)
Northern Ireland Court Service
Northern Ireland Law Commission
NI Residents Magistrates'
NI Ombudsman
The General Consumer Council for Northern Ireland
NI Chamber of Commerce and Industry
NI Association of Citizens Advice
Food Standards Agency Northern Ireland
Civil Law Reform Division
Human Rights Commission
Equality Commission for NI
Confederation of British Industry (NI Branch)

Federation of Small Businesses
Northern Ireland Chamber of Trade
The NI Council for Voluntary Action
Northern Ireland Local Government Association
Parliamentary Clerk, Ministry of Defence
Northern Ireland Judicial Appointments
Community Relations Council
NIC/ICTU
Society of Local Authority Chief Executives
Inland Revenue
Fr Tim Bartlett, Catholic Bishops of Northern Ireland
Presbyterian Church in Ireland
Representative Church Body Library
Methodist Church in Ireland
Participation and Practice of Rights Project
Disability Action
Age Concern Northern Ireland
Royal National Institute for the Deaf
Royal National Institute for the Blind
Help the Aged Northern Ireland

There will be a link to the consultation document set up on the PRONI website and copies will be available for customers who visit PRONI's premises at 66 Balmoral Avenue, Belfast BT9 6NY

REPLY SLIP

**Public Use of the Records (Management and Fees) Rules
(Northern Ireland)**

Comments relating to the Department of Culture, Art and Leisure's proposals described in parts 4.1 to 4.5 (inclusive) of the consultation

Comments

Signed _____ Date _____
Print name _____
Organisation _____

Please forward your comments by Tuesday 2nd December 2008 to:

**Mrs Sandra Ireland
Response Co-ordinator – Consultation Document
Public Record Office of Northern Ireland
Divisional Support Services
66 Balmoral Avenue
Belfast BT9 6NY**

If you would like us to respond to your comments please ensure you include your name and contact details with your response
Alternatively you can email your comments to sandra.ireland@dcalni.gov.uk An electronic version of the consultation and reply slip is available at www.proni.gov.uk