

Warwickshire County Record Office

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FEES and CHARGES 2018-2019

To apply from 1st April 2018

	Charge	Vat Inc	Till No:
<p>Withdrawal of Collections</p> <p><i>The depositor will be liable to pay a percentage of the costs of any storage, cataloguing and conservation depending on the length of time the items were deposited at the CRO.</i></p> <p>Withdrawal of Records received via Loan or Statutory Deposit. This will incur an administration fee (£175 minimum).</p> <p>*A Depositor may withdraw their records at any time in accordance with Record Office policies, having given reasonable notice of their intent to the Record Office. During this period of notice, the Record Office reserves the right to copy the records and to make these copies available in accordance with the same access conditions as applied to the original record.</p> <p>The Depositor will be liable for costs upon withdrawal as follows; (1) within 25 years of the date of deposit costs of storage and cataloguing and conservation work carried out on the documents ("the Costs") (2) after 25 years of the date of deposit 50% of the Costs, (3) after 50 years of the date of deposit 10% of the costs</p> <p>In consideration of the services provided by the Record Office to the Depositor, the Depositor accepts and agrees to make such payment prior to the withdrawal of the Record. Where the Depositor defaults in making the above payments, the Record Office shall have the lien on the loaned records. These charges may be waived if at the absolute discretion of the Archives Manager sufficient public benefit has been derived to fully cover the public expenditure incurred. Charges will be made in line with the Record Office's Fees and Charges at the time of the withdrawal.</p>			
Temporary Withdrawal Charge for items withdrawn by depositors for exhibition or other use	£30	Yes	

Item in red is a new charge for 2018-19