

CAYMAN ISLANDS



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**THE NATIONAL ARCHIVE AND PUBLIC RECORDS LAW, 2007**  
**(LAW 1 OF 2007)**

**THE NATIONAL ARCHIVE AND PUBLIC RECORDS REGULATIONS,**  
**2007**

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**THE NATIONAL ARCHIVE AND PUBLIC RECORDS LAW, 2007  
(LAW 1 OF 2007)**

**THE NATIONAL ARCHIVE AND PUBLIC RECORDS REGULATIONS,  
2007**

The Governor in Cabinet, in exercise of the powers conferred by section 23 of the National Archive and Public Records Law, 2007, makes the following regulations -

1. These regulations may be cited as the National Archive and Public Records Regulations, 2007. Citation

2. In these regulations - Definitions

“Advisory Committee” or “Committee” means the Records Advisory Committee established by section 5 of the Law; and

“Chairman” means the person appointed as Chairman of the Advisory Committee under section 5(1)(a) of the Law.

3. (1) The Chairman shall summon regular meetings of the Advisory Committee as often as may be required but not less than twice in any one year. Records Advisory  
Committee meetings

(2) Meetings of the Committee shall be held at such places, on such days and at such times, as the Chairman shall determine, and due notice of such place, date and time shall be given to each member of the Committee in writing at least seven days before the time at which the meeting is to be held.

(3) The Chairman may, at any time, call a special meeting of the Committee within two days of receipt of request for that purpose addressed to him in writing and signed by any three members of the Committee.

(4) Members of the public shall not be entitled to attend any meeting of the Committee.

(5) The agenda for each meeting of the Committee shall be determined by the Chairman after consultation with the National Archivist and the members of the Committee.

(6) The National Archivist shall be the secretary of the Advisory Committee; and the secretary or his nominee shall be present at all meetings of the Committee and shall take minutes of the business transacted.

(7) A meeting of the Committee shall be presided over by -

- (a) the Chairman; or
- (b) in the absence of the Chairman, such member of the Committee as the other members present elect to act as chairman at that meeting.

(8) The quorum of the Committee shall be a majority of the members of the Committee, including the Chairman.

(9) Every question or matter to be determined by the Committee at any meeting shall be decided by a majority of the votes of the members of the Committee present and voting on the question or matter and, in the event of any equal division of votes on any question or matter, the person presiding as chairman at the meeting shall give a second or casting vote.

(10) The decisions and policies made by the Committee shall be recorded in the minutes and kept by the secretary to the Committee.

Fees

4. (1) The fees to be paid in respect of services provided by the National Archivist or the National Archive and in respect of various matters under the Law are prescribed in the Schedule.

Schedule

(2) Where the National Archivist is of the view that the waiver or refund of a fee prescribed in the Schedule is in the interest of the National Archive, the Government or the Islands, the National Archivist may order that the fee is to be waived or refunded, as the case may be, in relation to any person or class of persons.

(3) Intermediate photographic negatives are the property of the National Archive.

SCHEDULE

FEES

(regulation 4)

**1. Reproduction fees for black and white photographic prints**

For supplying –

a photographic reproduction, from existing negative, measuring 4” x 5”	\$5 per print
a photographic reproduction, from existing negative, measuring 5” x 7”	\$7.50 per print
a photographic reproduction, from existing negative, measuring 8” x 10”	\$10 per print
a photographic reproduction, from existing negative, measuring 11” x 14”	\$20 per print
a photographic reproduction, from existing negative, measuring 16” x 20”	\$40 per print

For sepia-toning any of the above \$5 per print

For producing an intermediate photographic negative, if none exists \$5 per image

**2. Reproduction fees for publication quality digital printouts**

For supplying -

a publication quality printout, from existing scan, in black and white, sepia or colour, measuring 4” x 5”	\$5 per print
a publication quality printout, from existing scan, black and white, sepia or colour, measuring 5” x 7”	\$7.50 per print
a publication quality printout, from existing scan, in black and white, sepia or colour, measuring 8” x 10”	\$10 per print

a publication quality printout, from existing scan, in black and white, sepia or colour, measuring 11" x 17"	\$30 per print
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a publication quality printout, from existing scan, in black and white, sepia or colour, measuring 13" x 19"	\$40 per print
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**3. Reproduction fees for black and white photocopy quality digital printouts**

For supplying:

a black and white photocopy quality printout, from existing scan, measuring 8.5" x 11" (or A4)	\$.25 per print
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a black and white photocopy quality printout, from existing scan, measuring 8.5" x 14" (foolscap or legal)	\$.25 per print
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a black and white photocopy quality printout, from existing scan, measuring 11" x 17" (A3 or ledger)	\$.50 per print
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**4. Reproduction fees for colour photocopy quality digital printouts**

For supplying -

a colour photocopy quality printout, from existing scan, measuring 8.5" x 11" (or A4)	\$.50 per print
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a colour photocopy quality printout, from existing scan, measuring 8.5" x 14" (foolscap or legal)	\$.50 per print
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a colour photocopy quality printout, from existing scan, measuring 11" x 17" (A3 or ledger)	\$1 per print
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**5. Other digital reproductions**

For supplying a low resolution digital image on CD-R, from existing scan	\$5 per image
For supplying a high-resolution digital image on CD-R, from existing scan	\$10 per image
For scanning an image or document, if no scan exists	\$10 per image
Additional cost of carrier (CD-R plus box)	\$10 per carrier

**6. Black and white photocopies**

For supplying -	
a black and white photocopy, from original document or microform, measuring 8.5" x 11" (or A4)	\$.25 per page
a black and white photocopy, from original document or microform, measuring 8.5" x 14" (foolscap or legal)	\$.25 per page
a black and white photocopy, from original document or microform, measuring 11" x 17" (A3 or ledger)	\$.50 per page
For producing an intermediate microfiche copy or scan if an original document is deemed too fragile, and no user copy exists	\$10 per image

**7. Colour photocopies**

For supplying	
a colour photocopy, from original document or microform, measuring 8.5" x 11" (or A4)	\$.50 per page
a colour photocopy, from original document or microform, measuring 8.5" x 14" (foolscap or legal)	\$.50 per page

a colour photocopy, from original document or microform, measuring 11" x 17" (A3 or ledger) \$1 per page

**8. Certified Copies**

For supplying a certified copy \$20 per Document

**9. Reproduction of audio-visual materials**

For supplying a copy of a sound recording or excerpt \$20 per item

For supplying a video copy of moving images or excerpts \$25 per item

For supplying a DVD-R or DVD+R copy of moving images or excerpts \$25 per item

Additional cost of carrier (VHS tape, DVD-R, DVD+R, cassette tape or CD) \$10 per carrier

**10. Commercial publication fees**

In addition to the reproduction fees specified, a fee is payable for commercial use of images held by the National Archive. Subsequent re-use requires payment of a new fee.

For a commercial print run of less than 1,000 \$100 per image

For a commercial print run of not less than 1,000 and not more than 5,000 \$200 per image

For a commercial print run of more than 5,000 \$300 per image

For use in television or cinematic advertisement for up to 3 months \$100 per image

For placement on commercial web site \$50 per image

**11. Sale of publications**

Michael Craton, Founded upon the Seas	
Paperback	\$25
Hardback	\$50
Neville Williams, History of the Cayman Islands	\$15
Our Islands' Past	
Volume I – 1802 Census / Corbet's Report	\$10
Volume II – Wreck of the Ten Sail	\$10
Volume III – Traditional Songs from the Cayman Islands	\$10
Heather McLaughlin (ed.), The '32 Storm	\$15
1773 Map of Grand Cayman	\$20
1882 Map of the Cayman Islands	\$25
Educational Archive Information Packs	\$2
Postcards	
Set 1 – Vaquero, 1906	\$6
Set 2 – Pedro St. James	\$6
Historical records or publications on microfiche	\$5 per fiche

**12. Postage fees**

Postage fees will reflect the actual cost of postage charges in accordance with the provisions of the Postal Law (2006 Revision).

Courier service is available at the expense of the person requesting the service.

Made in Cabinet the 6<sup>th</sup> day of November, 2007.

Carmena Watler

Clerk of the Cabinet.