

RESEARCH SERVICE

You are welcome to visit Powys Archives Office to use the documents, catalogues or microfilm readers free of charge. If however you are unable to come in person we are able to undertake research on your behalf.

What will it cost?

We are able to do quick "look-ups" (ONE entry only in a specified parish register or census return) within half an hour for £10. All other research will be chargeable at the hourly rate of £20 per hour. Please note that a fee is still payable should the search yield no positive results.

Is information on your holdings free?

Yes. Requests by telephone or post about the records and other sources we hold and how they can be used for research is free. Detailed searches of our catalogues incur a research fee.

What sort of searches can you undertake?

Specific searches, eg: searching for entries in parish registers or census returns would require a straightforward search. Longer searches, for instance checking workhouse minutes are also possible but would obviously take more time. General requests like the growth and development of Llandrindod Wells cannot be undertaken. The County Archivist reserves the right to refuse a search, or to impose a limit on the length of time which can be spent on it.

How long will it take?

Once we have received your request we aim to answer all enquiries within four weeks, but occasionally a backlog of work may result in delays.

How do I apply?

Supply details of your research requirements on the official application form, or you can apply online – see further details on our website. No research can be undertaken unless an authorised search form (in electronic or hard-copy format) has been received.

How do I pay?

The fee is payable **after** the research has been undertaken, and we will accept postal orders or cheques in **sterling only** payable to Powys County Council and drawn on a bank with a UK branch. Alternatively you can pay online, by debit or visa card, using the Powys County Council Online Payments Facility (<http://www.powys.gov.uk/>). Please do not make any payment until after the research has been undertaken.

How will I receive the information?

When a search is complete we will send a typed report giving full details of the sources checked and information found. We will also include the fee payable for the research that has been undertaken.

Privacy Statement

Powys County Council accepts the following responsibilities for personal information recorded through this web page:-

1. The information will only be used for the agreed reason and will be looked after securely
2. The information will only be kept for as long as needed or to comply with statutory requirements and will then be securely destroyed
3. If the information has to be shared with other agencies initial consent will be gathered at this point and explicit (signed) consent will be obtained by the service / department concerned as soon as possible. Unless we are obliged by law to disclose the information.

Detailed guidance can be found on our [Freedom of Information Web pages](#) or from the Information Management Team.



Powys County Archives Research Service



Please send your signed application form to:

Research Service
Powys County Archives
County Hall
Llandrindod Wells
Powys
LD1 5LG

Tel: 01597 826088

Fax: 01597 826087

*See our website
to apply online
<http://archives.powys.gov.uk>*



*Application for Genealogical/Historical Research
Powys County Archives Office*

Name:

Tel No:

Address:

Research required (please supply clear and concise details, and where possible the records to be searched.)

Please indicate here of the amount of research time you require. Please do not send any money at this stage, the amount payable will be sent with the report. All research other than quick "look ups" (see over for more details) will require a minimum of one hours research. All charges include VAT.

- £10.00 half an hour (search for ONE entry only in a specified parish register or census return)
 £20.00 one hour
 £40.00 two hours

Copyright declaration in the event of photocopied published or unpublished material being supplied.

1. I declare that:

- a. I have not previously been supplied with a copy of the same material by you or any other librarian;
- b. I will not use the copy except for research *for a non-commercial purpose* or private study and will not supply a copy of it to any other person; and
- c. to the best of my knowledge, no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

2. I understand that if the declaration is false in a material particular, the copy supplied to me by you will be an infringing copy, and that I shall be liable for infringement of copyright as if I had made the copy myself.

Signed

Date

For Office Use: Date received

Receipt No

Reference No