

Using materials from The National Archives

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1. Introduction

The following guide applies to:

- the use of information and quotations obtained from records held in The National Archives
- the reproduction of copies of documents and other records supplied by The National Archives
- the reproduction of copies of documents and other records made by readers

Where this guide relates to copies of documents it applies to copies in any medium and format, whether analogue or digital.

Most records in The National Archives are still protected by copyright, whatever their age. Many of these records are Crown copyright, but many others are not. For information on copyright, including Crown copyright, see our guide [Copyright and Related Rights](#).

There are differences between the use of public records and non-public records, so records held in The National Archives are identified appropriately in its Catalogue. Public records are defined in the schedule to the Public Records Act 1958¹

In general terms, unless copyright has expired or the use of a copyright work is permitted by copyright law (for example for the purposes of non-commercial research), you must:

1. **identify and trace** the present copyright owner
2. **obtain permission** to reproduce the work – if you think you may need to reproduce the work in the future it will be better if you cover both applications at the same time
3. **acknowledge the copyright** and give credit as appropriate to the author, the rights owner and the custodian
4. **pay any associated fees**

Whenever material from The National Archives is reproduced, in any form and in any medium, you must acknowledge The National Archives as the source and give the document references.

¹ See nationalarchives.gov.uk/information-management/legislation/public-records-act.htm

2. Transcription and quotation

You are free to transcribe, translate, index and quote from published or unpublished Crown copyright material among the records as extensively as you wish and you may publish the results in any format and any medium: in accordance with the terms of the Open Government Licence (see <http://www.nationalarchives.gov.uk/doc/open-government-licence/open-government-licence.htm>).

Information on the nature of Crown copyright may be found in our guide, [Copyright and Related Rights](#).

You may transcribe and quote from non-Crown copyright material among the records provided the use is permitted by an exception in copyright law or has been authorised by the rights owner.

Exceptions under UK law include fair dealing for the purposes of private study or non-commercial research and educational use for the purposes of examination (including in a thesis or dissertation which is to be examined).

The National Archives does not authorise any use of third-party copyright material. It is your responsibility as the user to ensure that copyright is not infringed and any infringement that does occur is also your responsibility.

See [section 5](#) to find out how to obtain permission to use certain series of records. The National Archives has no information on the ownership of other third-party copyright materials among the records, and cannot advise on how to trace rights owners.

3. Obtaining copies

Unpublished works

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You may obtain a single copy of a literary, dramatic or musical work, together with any illustrations, in a document that is not a public record (which is identified as such in the Catalogue) only if you complete a statutory declaration form, obtainable from the Record Copying counter. By signing this, you declare that:

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- you will not make a copy of the copy for anyone else
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- you have not had a copy of the same material before from the same or another library
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You must obtain permission from the Image Library of The National Archives for the reproduction of copies of any records, whether they are protected by Crown copyright, are non-Crown copyright or are out of copyright, for publication, on the internet, for broadcasting, for exhibition or for any commercial purpose. You can contact the Image Library at:

Image Library
The National Archives
Kew
Richmond
Surrey TW9 4DU

+44 (0)20 8392 5225

image-library@nationalarchives.gsi.gov.uk

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5. Copyright in certain special cases

The National Archives understands the copyright position in certain special cases to be as follows.

A. British Transport Commission and British Railways Board records (RAIL and AN record series)

You must obtain permission to publish material still in copyright from the following sources:

Records of canal companies in record series RAIL 800 - RAIL 899:

- ▶ Head of Archives and Records
- The Waterways Archive

The Boat Museum
South Pier Road
Ellesmere Port
Cheshire CH65 4FW

www.thewaterwaystrust.co.uk/contacts/archive.shtml

Railway company and British Railways Board works of art, posters and photographs:

- ▶ Picture Librarian
Science and Society Picture Library
Science Museum
Exhibition Road
London SW7 2DD

piclib@nmsi.ac.uk

Railway company pseudo-heraldic devices, monograms and similar works:

- ▶ National Railway Museum
Leeman Road
York YO26 4XJ

nrm@nmsi.ac.uk;

Railway company films deposited with the British Film Institute or the Imperial War Museum, from the appropriate institution:

- ▶ British Film Institute
21 Stephen Street
London W1T 1LN

www.bfi.org.uk/help/contact.php?eid=53

- ▶ Imperial War Museum
Lambeth Road
London SE1 6HZ

for commercial use: filmcommercial@iwm.org.uk

for non-commercial use: film@iwm.org.uk

Other kinds of records relating exclusively to Scotland of railway or canal companies, of the British Transport Commission or the British Railways Board:

- ▶ The National Archives of Scotland
HM General Register House
2 Princes Street
Edinburgh EH1 3YY

copyright@nas.gov.uk

Records of railway or canal companies or in other British Transport Commission and British Railways Board records not in any of the above categories, from the Copyright Officer at The National Archives (see [section 6](#)).

B. Crown copyright material in non-public records held outside The National Archives

Many archival holdings, including the records of local authorities and of families or private individuals, contain some published or unpublished Crown copyright works. In such cases, you should consult the guidance on Crown copyright licensing:

nationalarchives.gov.uk/information-management/our-services/click-use.htm

C. Duchy of Cornwall records

There are many documents in The National Archives, especially among Exchequer and Chancery records, that are copyright of the Duchy of Cornwall. You may use these documents for non-commercial purposes with the permission of the Copyright Officer at The National Archives (see [section 6](#)).

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You should send requests for any commercial use to:

- ▶ Secretary to the Duchy of Cornwall
10 Buckingham Gate
London SW1E 6LA

D. **Duchy of Lancaster records** (DL record series)

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When permission is given by the Copyright Officer for use in published works and online, the acknowledgement to use is:

Duchy of Lancaster copyright material in The National Archives is reproduced by permission of the Chancellor and Council of the Duchy of Lancaster.

E. **Haig diaries** (record series WO 256)

The copies of the manuscript diaries of Field Marshall Sir Douglas Haig during the First World War are copyright of his grandson. The originals are preserved in the National Library of Scotland. The text of the diaries is widely available on microfilm and much of it has been

published in: Gary Sheffield and John Bourne (ed.s), Douglas Haig: War diaries and letters, 1914-1918 (Weidenfeld and Nicolson 2005).

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You must obtain permission to quote from them or to use them for any other purpose from:

- ▶ Manuscripts Curator
National Library of Scotland
George IV Bridge
Edinburgh EH1 1EW

+44 (0)131 623 3876

manuscripts@nls.uk

F. **Hudson's Bay Company records** (BH record series)

Copies of material in the copyright of the Hudson's Bay Company may be supplied but you may not sell them, give them away or deposit them in another archive without permission.

Limited quotations and reproductions of documents may be published without permission so long as you give the full reference (including The National Archives' document reference, the folio or page number and the microfilm reel number) and you acknowledge the Hudson's Bay Company Archives at the Provincial Archives of Manitoba.

You must obtain permission for extensive quotation or reproduction from:

- ▶ Keeper
Hudson's Bay Company Archives
Provincial Archives of Manitoba
200 Vaughan Street
Winnipeg
Manitoba R3C 1T5
Canada

G. Legal records

Records created by most of the higher courts of law (including quarter sessions, county courts, assize courts, the Crown court, the Central Criminal Court, the High Court, the Court of Appeal and the Supreme Court) are Crown copyright. Records created by the former Judicial Committee of the House of Lords are Parliamentary copyright (see below). Records created by private individuals and submitted to a court (including witness statements, depositions and many exhibits) are usually copyright of the creators and their successors.

H. Parliamentary copyright

Unpublished works in Parliamentary copyright in The National Archives may be treated in the same way as unpublished Crown copyright works. Consult the guidance we publish on the use of published Parliamentary copyright material at:

nationalarchives.gov.uk/information-management/our-services/click-use.htm

I. Police records

- Material created by a serving police officer in the UK is Crown copyright. However, the most appropriate place for enquiries in either case is the relevant police authority. Information on some of these is given below.

Material created by civilian staff members of a police force is copyright of the local police authority. Where the police authority does not issue its own licences for use of Crown copyright police material the [Open Government Licence](#) applies.

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Material in The National Archives is reproduced by permission of the Metropolitan Police Authority on behalf of the Crown.

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 - ▶ Intellectual Property and Commercial Brand Manager
Income Generation Unit
Metropolitan Police Service
7th Floor West, Empress State Building
Lillie Road
London SW6 1TR

+44 (0)20 7161 1236

intellectualproperty@met.police.uk

- Material among the records which was created by the Royal Irish Constabulary until 1922 is copyright of the Commissioner of the Garda:
 - ▶ Inspector i/c
Garda Museum and Archives
Record Tower
Dublin Castle
Dublin 2, Ireland

+353 1 6669999

gatower@iol.ie

- Permission for the use of material among the records which was created by the Royal Ulster Constabulary 1922-2001 or the Police Service of Northern Ireland since 2001 should be obtained from the Northern Ireland Policing Board:

- ▶ Northern Ireland Policing Board

Waterside Tower

31 Clarendon Road

Clarendon Dock

Belfast BT1 3BG

+44 (0)28 9040 8500

information@nipolicingboard.org.uk

- For the use of material among the records which was created by other police forces in the UK you should obtain permission from the relevant police authority.

J. Prime Ministers' Letters in the Royal Archives (record series CAB 41)

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K. **Probate records** (PROB record series)

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L. **Public records outside The National Archives**

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M. **Ramsay MacDonald papers** (record series PRO 30/69)

You may not obtain copies nor may you publish material among these papers without the approval of the Copyright Officer at The National Archives (see [section 6](#)), who will in certain circumstances need to obtain the consent of the copyright owner.

When permission is given for use in published works, the acknowledgement to use is:

Copyright material from the Ramsay MacDonald papers is reproduced by permission of the granddaughter of the late Malcolm MacDonald.

Publication of anything but short quotations from the diaries is forbidden.

6. Contact details

Further advice, and permission to use some material in The National Archives, may be obtained from the Copyright Officer:

- ▶ The Copyright Officer
The National Archives
Kew, Richmond
Surrey TW9 4DU

+44 (0)20 8392 5381

copyright@nationalarchives.gsi.gov.uk

- ▶ nationalarchives.gov.uk