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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 our catalogue, [Discovery](#). 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

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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

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You may obtain copies of any public records (which are identified as such in Discovery). You should note that, unless an exception applies, you will need the permission of the copyright owner before you use the copies. Use without permission for any commercial purpose or for any

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- you believe the document to have been unpublished when it was deposited in The National Archives and that the rights owner has not prohibited copying - a work is unpublished unless, with the approval of the copyright owner, copies have been issued to the public or it has been made available to the public online

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By signing this you declare that:

- you have not had a copy of the same material before from the same or another library
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- you will not make a copy of the copy for anyone else
- so far as you know no other person with whom you work or study has requested a copy of the same material for the same purpose

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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@nationalarchives.gsi.gov.uk or

Image Library
The National Archives
Kew
Richmond
Surrey TW9 4DU

+44 (0)20 8392 5225

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5. Copyright in certain special cases

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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 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 Information Policy Team 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](#).

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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 Information Policy Team 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

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

+44 (0)131 623 3876

manuscripts@nls.uk

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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. Published Parliamentary copyright works may be reproduced under the terms of the [Open Parliament Licence](#). Further information on the use of Parliamentary copyright material can be found on the UK Parliament [website](#).

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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- ▶ 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

- 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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For use in published works the acknowledgement to use is:

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of original letters preserved in the Royal Archives and made
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K. Probate records (PROB record series)

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Copyright in the acts of a probate court (such as probate clauses and letters of administration) is vested in the court. In the case of the Prerogative Court of Canterbury and other probate jurisdictions abolished by the Court of Probate Act 1857, ownership of the court's surviving copyright passed to the Crown. Acts of courts of probate since 1857 are Crown copyright.

L. Public records outside The National Archives

About 20% of public records are held in places of deposit (such as local record offices) appointed under s4(1) of the [Public Records Act 1958](#). Copying of these, and the use of Crown and Parliamentary copyright material and other copyright material among them, is subject to the same conditions as for public records in The National Archives. Each record office or other institution may operate its own controls over the use of images it supplies.

M. Ramsay MacDonald papers (record series [PRO 30/69](#))

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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

You can obtain further advice, and permission to use some material in The National Archives, from the Information Policy Team:

- ▶ Information Policy Team
The National Archives
Kew, Richmond
Surrey TW9 4DU

psi@nationalarchives.gsi.gov.uk

nationalarchives.gov.uk