



World Service Archiving Policy

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DQ Content Authority	World Service Archiving Group			
Contact(s) for Help	Steve Jupe			
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Document History

Date	Version	Changes / Comments	Author
29/09/00	04.00	Created	Mike Whittaker

WORLD SERVICE ARCHIVING POLICY (EFFECTIVE 1ST AUGUST 2000)

The BBC Charter obliges the BBC to maintain an effective archive of transmitted and published material. Maintaining an archive also allows us to re-use the material in our output.

Process Policy (who does what when?)

0 to 3 months

- Each production area will be responsible for maintaining a recording of all transmitted or published material (including that published on BBC Online and News Online) for at least three months.
- Each production area will maintain information about all this material to enable easy access to it by any authorised user (at a minimum this will be the PasB).
- Individual producers will be responsible for flagging, collecting and cataloguing material suitable (including non-transmitted material of significance) for the archive at the three month stage.

3 to 12 months

- Each programme area will maintain a local archive of other transmitted and non-transmitted material and its associated information. Items kept beyond the three month threshold will be selected in accordance with the criteria laid out below.
- All English Network daily programmes will be held for 12 months before being reviewed (as below).

12 months and beyond

- All archived items (and associated information) will be reviewed after 12 months and will be stored in a long term archive in accordance with the selection criteria laid out below.
- Final selection for the long term archive after 12 months will be the responsibility of the Section Head / Editor.
- All English Network commissioned programmes (apart from Daily Programmes, see above) will be retained for a minimum of 3 years before being reviewed.

Storage policy

All archived audio, text, picture and video and their associated data will be stored on secure high quality physical media and will be held in a format which is easily transferable to a digital store as and when it is appropriate to do so.

Selection Criteria (Corporate BBC Policy)

- ◆ **Historical** - Material of interesting and significant events (actuality) in all areas, including politics, foreign affairs etc. News bulletins and associated material fall into this category.
- ◆ **Social Development** - Material giving examples of contemporary life and attitudes e.g. current affairs, drama.
- ◆ **Music and Performing Arts** - Examples of work in performance, direction, production, writing and composing with special emphasis on works commissioned or sponsored by the BBC.
- ◆ **People Material** - in which people of historical interest in all spheres appear.
- ◆ **Natural History and the Environment** - Material featuring places of geographical interest, especially related to changes in the environment and the development of natural history.
- ◆ **Science and Technology** - Material illustrating the development and changes in science and technology.
- ◆ **Broadcasting and Editorial Policy** - Material showing the development of broadcasting and editorial policy; and programming developments e.g. new styles, new series etc.

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- ◆ **Technical Developments** - Examples of technical developments such as RDS, Nicam Stereo etc and material illustrating current working practices such as makeup. Costume, set-design, editing techniques, special effects, etc.
- ◆ **Staff and Contributors** - Material showing the work of individuals who have made a significant contribution to the BBC.
- ◆ **General Output** - Examples of regular strip programming, strands and magazine programmes to produce a balanced archive reflecting all output. This will typically include the first and last of any long running series. It will also include complete copies of all one-off special series.

Removal and Disposal of Programme Assets

No item(s) should be permanently removed from any archive or disposed of to any third party without the permission of the Regional Head / WS Commissioner. At all times the rights to these assets are to remain with the BBC.

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