



Institute for Historical Studies, Biographical Research, Documentation, and Legacy (IHS-BIRD & L)

PublicRecords.ng Upload Policy

1. Purpose

This Upload Policy establishes the standards, responsibilities, and ethical guidelines for contributors who submit materials to **PublicRecords.ng**, the citizens' digital archive for Nigeria's public documents. The policy ensures that all uploaded records are authentic, lawful, verifiable, and aligned with the platform's mission to preserve Nigeria's documentary heritage.

2. Scope

This policy applies to all registered users and contributors uploading materials of any format to PublicRecords.ng, including documents, images, audiovisual files, and metadata.

3. Acceptable Uploads

PublicRecords.ng accepts materials that fall within its archival mandate, including but not limited to:

- **Government and Administrative Records:** Government-issued documents such as policies, circulars, executive directives, administrative reports, gazettes, and official correspondences from ministries, departments, and agencies at federal, state, and local levels, etc.
- **Legal and Judicial Records:** Court judgments, rulings, case files, legal proceedings, decrees, gazetted judicial notices, and justice sector reports or documentation from courts, tribunals, and legal institutions, etc.
- **Legislative Records:** Hansards (official parliamentary debates), bills, acts and laws, committee reports, gazetted proceedings, policy motions, and other official documents produced by legislative bodies at federal, state, or local levels, etc.
- **Electoral Records:** Election results, voter registration data, political party constitutions, campaign finance disclosures, election petitions, observation and

monitoring reports, and other documents related to electoral processes and political participation, etc.

- **Financial and Economic Records:** Budgets, audit reports, tender notices, expressions of interest, procurement invitations and contract award details, public expenditure statements, national accounts, economic surveys, and statistical or financial data released by public institutions and regulatory bodies, etc.
- **Educational and Research Records:** School records (admission lists and graduation or convocation booklets), accreditation and regulatory reports verifying institutional or programme approvals, research and publication materials (academic papers, theses, and technical reports), and educational statistics or institutional data from NBS, NUC, or other government bodies, etc.
- **Health, Demographic, and Social Records:** Health statistics, demographic surveys, social welfare documents, medical studies, public health policy reports, and other social or demographic records produced by public institutions or development agencies, etc.
- **Environmental and Infrastructure Records:** Environmental assessments, sustainability reports, infrastructure development plans, urban planning documents, transportation project reports, and related technical or regulatory documents, etc.
- **Media and Public Communication Records:** Records that document public communication or societal events, including official press releases, speeches, public addresses, public broadcast transcripts, and other verified communication materials, etc.
- **Security and Defence Records:** Mugshots, wanted persons and missing persons notices, crime reports, policing and security publications, law enforcement data, defence white papers, and public safety reports, etc.
- **Historical, Biographical, and Civic Archives:** Personal papers, historical archives, oral histories, community records, NGO publications, programmes of events (public, organisational, or private), and other materials that preserve Nigeria's collective memory and social heritage, etc.
- **Literary, Creative, and Intellectual Works:** Books, manuscripts, periodicals, newspapers, magazines, music recordings, scripts, films, artworks, photographs, and other creative or intellectual materials that are in the public domain or have been released under open licences (such as Creative Commons) for unrestricted public access and reuse, etc.
- **Miscellaneous Public Records:** Other records that do not fall into the specific categories above but are of verified public, civic, or historical value, etc.

Official, personal records or creative works that have no documentary relevance are **not accepted**.

4. Contributor Responsibilities

By uploading to PublicRecords.ng, contributors agree to:

1. **Ensure Authenticity:** Upload only genuine and verifiable documents from credible sources.
2. **Respect Copyright:** Do not upload copyrighted or restricted materials without lawful permission.
3. **Provide Accurate Metadata:** Include clear titles, descriptions, dates, issuing authorities, and document origins wherever possible.
4. **Avoid Misrepresentation:** Do not modify, forge, or alter documents in any way that changes their meaning or authenticity.
5. **Ensure Legality:** Do not upload materials that contain classified, defamatory, or confidential information not meant for public release.
6. **Respect Privacy:** Redact or exclude personal data (e.g. ID numbers, medical information, addresses) that are not part of the public record.

5. Review and Verification

- All uploads are subject to **editorial review** before publication.
- PublicRecords.ng reserves the right to **verify sources**, request clarification, or reject any submission deemed doubtful or in violation of policy.

6. Intellectual Property and Use

- By uploading, contributors grant PublicRecords.ng a **non-exclusive, royalty-free license** to preserve, reproduce, and make the document publicly accessible for educational and research purposes.
- Original ownership of documents remains with the contributor or originating institution.

7. Prohibited Uploads

The following are strictly prohibited:

- Forged or falsified documents
- Content violating Nigerian laws or international copyright regulations
- Hate speech, propaganda, or politically inciting materials
- Pornographic or obscene content
- Private correspondence or materials without historical/public value

8. Data Integrity and Security

PublicRecords.ng employs technical and procedural safeguards to maintain data integrity. However, contributors are responsible for ensuring that their uploads are virus-free and free of malicious software.

9. Disclaimer

PublicRecords.ng is a public-interest repository and does not assume legal responsibility for the accuracy, legality, or authenticity of contributed records. Responsibility rests with the uploader. However, the platform will act promptly to remove any record found to be in violation of law or this policy.

10. Enforcement

Violation of this policy may result in:

- Suspension or termination of contributor accounts
- Removal of uploaded materials
- Referral to relevant authorities if the violation involves illegal activity

11. Policy Updates

This Upload Policy may be updated periodically to reflect changes in law, technology, or operational standards. Contributors are encouraged to review it regularly. Continued use of the platform constitutes acceptance of any revised terms.

Contact

For clarification or to report policy violations, contact:

Email: contact@publicrecords.ng

Website: <https://publicrecords.ng>