



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

Copyright and Takedown Policy – PublicRecords.ng

1. Introduction

PublicRecords.ng is a public-interest digital archive initiated by ***Institute for Historical Studies, Biographical Research, Documentation, and Legacy (HIS-BiRD & L)*** that allows Nigerian citizens to upload, share, and preserve official and historical documents such as gazettes, bylaws, ordinances, and court records. We are committed to upholding the **Nigerian Copyright Act, 2022**, and international copyright standards administered by the **World Intellectual Property Organization (WIPO)**.

While most documents hosted here are **public domain materials** (that is, not protected by copyright), we recognise that some uploads may contain copyrighted works or restricted content. This policy explains how we handle copyright complaints and takedown requests.

2. Public Records and Copyright Status

Under Nigerian law, **official government publications and public documents**—including federal or state gazettes, court judgments, legislation, and administrative notices—are generally considered **non-copyrighted public materials**.

However, the following may still be protected by copyright:

- Digitised copies containing creative or editorial enhancements.
- Scholarly commentary or notes added to public records.
- Uploaded documents that are privately owned or not yet released under public access laws.

PublicRecords.ng respects both the **public's right to access** government information and the **rights of legitimate copyright holders**.

3. Filing a Copyright Complaint

If you believe that material available on PublicRecords.ng infringes your copyright, please send a **Copyright Takedown Notice** containing the following:

1. Your full name, address, phone number, and email.
2. A clear description of the copyrighted work you claim has been infringed.
3. The exact URL or specific location of the allegedly infringing document on PublicRecords.ng.
4. A statement that you believe, in good faith, that the use of the material is not authorised by you, your agent, or the law.
5. A statement, under penalty of perjury, that the information in your notice is accurate and that you are the copyright owner or authorised to act on the owner's behalf.
6. Your physical or electronic signature.

Send all complaints to:

Copyright Compliance Officer

PublicRecords.ng

Email: takedown@publicrecords.ng

Whatsapp: 0808-588-2361

Subject Line: "Copyright Takedown Request"

4. Review and Removal Process

Upon receiving a valid notice, PublicRecords.ng will:

- Acknowledge receipt of the complaint.
- Review the material in question.
- If found infringing, **temporarily remove or restrict access** to the content.
- Notify the uploader, giving them an opportunity to respond with a **Counter-Notice**.

We reserve the right to request evidence of ownership before taking action.

5. Counter-Notice Procedure

If you believe your upload was wrongly removed, you may file a **Counter-Notice** including:

1. Your name, address, phone number, and email.
2. The URL or material removed and why you believe it is not infringing.
3. A statement consenting to the jurisdiction of Nigerian courts.
4. Your signature (physical or electronic).

If the original complainant does not initiate legal proceedings within 14 business days, the material may be restored.

6. Repeat Infringement Policy

Users who repeatedly upload infringing materials may have their accounts suspended or permanently terminated in accordance with our user policy.

7. Preservation of Public Domain Materials

PublicRecords.ng will not remove or restrict access to **authentic government documents, official publications, or materials that are clearly in the public domain**, unless the notice demonstrates a valid copyright claim.

8. Contact Information

All copyright and takedown requests should be directed to:

Copyright Compliance Officer

PublicRecords.ng

Email: takedown@publicrecords.ng

Phone: 0808-588-2361

9. Disclaimer

PublicRecords.ng operates as a **neutral intermediary** that hosts user-submitted public materials. We are not the originator of uploaded content and bear no liability for materials submitted by users. We act promptly on valid notices in accordance with the Nigerian Copyright Act, 2022, and uphold both intellectual property rights and the public's right to access information.