

## BBC Content Archive Corporate Policy

### Why this Policy matters

There are three important reasons for having this policy:

1. We have a responsibility to manage the BBC's archive collections as a valuable and irreplaceable record of British history, culture and society for future generations.
2. We have a legal obligation to maintain an archive and make it available under [paragraph 69 of the Framework Agreement](#), as well as in agreements with contributors and rights holders.
3. The archive is a critical resource supplying content for repeat and re-purposing across all our public services and providing an income stream for BBC Studios.

The archive is managed by the specialist Archives Technology and Services team, but there are obligations for everyone who generates content on behalf of the BBC.

### Who this Policy applies to

This Policy applies to you if:

1. You work for, or represent, the BBC or one of its subsidiaries, and
2. You produce content that is broadcast, published or otherwise distributed by the BBC.

This includes, but is not limited to:

- employees, full-time or part-time
- those on a fixed term or temporary contract
- freelancers, contractors or consultants
- volunteers or interns

### The essential things you must do or not do

These high-level essential mandatory requirements are the most important for you to understand and follow to meet the Policy objectives.

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| <ol style="list-style-type: none"><li>1. You must deliver to the archive a complete representation of all material broadcast or published by the BBC, together with any supporting material.</li></ol> |
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This includes the full recording of the content alongside any additional supporting material you have been commissioned to deliver.

The delivery mechanism will be agreed with your Business Affairs contact in the BBC.

You may read more information on the [timelines and delivery mechanisms for delivering output to the archive for TV](#) and [for Radio](#)

2. You must complete descriptive metadata with content submitted to the archives.

This is required to be able to find and retrieve content from the archive.

You may read more information on the [metadata required and how to submit it for TV](#) and [for Radio](#).

3. You can request a restriction to be added by completing this restriction request form.