



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

Editorial Policy – PublicRecords.ng

1. Purpose of the Editorial Policy

This Editorial Policy guides how materials are collected, reviewed, described, and presented on **PublicRecords.ng**. It ensures the integrity, authenticity, and reliability of all content hosted on the platform while maintaining fairness, transparency, and respect for public access to information.

The policy applies to all submissions, whether uploaded by individual users, partner institutions, or curators of the Institute for Historical Studies, Biographical Research, Documentation and Legacy (IHS-BiRD & L).

2. Editorial Objectives

Our editorial objectives are to:

1. Ensure that all published materials are accurate, authentic, and verifiable.
2. Uphold the civic and educational purpose of publicrecords.ng as a **neutral, non-partisan archive**.
3. Promote free access to public records while safeguarding sensitive or restricted information.
4. Maintain clear documentation standards that align with both **archival best practices** and the **Nigerian Copyright Act, 2022**.
5. Encourage responsible citizen participation in the preservation of Nigeria's public memory.

3. Scope of Editorial Oversight

Editorial oversight covers the following categories of material:

- Official government publications (federal, state, and local).
- Laws, bylaws, ordinances, edicts, and regulations.
- Court rulings and judgments.

- Public notices and gazettes.
- Historical reports, circulars, and administrative documents.
- Verified public-domain materials of civic or historical importance.

The platform does **not** publish:

- Classified or confidential government records.
- Unauthorized personal or private correspondence.
- Documents whose publication violates court orders or data protection laws.
- Works under copyright without proper authorisation.

4. Submission and Review Process

1. **User Submission:** Registered contributors may upload public documents and provide metadata (title, date, source, keywords).
2. **Initial Screening:** The editorial team reviews submissions for completeness, clarity, and relevance to the platform's mandate.
3. **Verification:** Where possible, documents are verified against official or authoritative sources to confirm authenticity.
4. **Editorial Approval:** Verified materials are indexed, published, and made publicly accessible through the archive.
5. **Correction and Updates:** Users or researchers may request corrections or provide improved metadata; verified corrections will be updated accordingly.

5. Accuracy and Integrity

PublicRecords.ng is committed to accuracy in both content and metadata.

- No document is altered from its original form, except for necessary digital restoration or formatting that does not change meaning.
- Metadata entries (titles, description, tags) must reflect the document's actual content.
- When uncertain about authenticity or completeness, editorial notes are added to provide context or limitations.

6. Neutrality and Non-Partisanship

PublicRecords.ng maintains strict **editorial neutrality**.

- No document is published, withheld, or described in a way that promotes a political, religious, or personal viewpoint.
- Historical or legal documents are presented as records of fact, not instruments of advocacy.

- Commentary or interpretation, where allowed, is clearly marked as such and separated from the original record.

7. Corrections, Retractions, and User Feedback

- Users may request corrections through the “Report Document” function or by contacting the editorial team.
- Verified errors (such as wrong dates, titles, or metadata) will be corrected promptly.
- If a document is found to be falsified or significantly misleading, it will be retracted and replaced with an editorial note explaining the reason for removal.
- A record of significant corrections and removals will be maintained for transparency.

8. Copyright and Legal Compliance

PublicRecords.ng complies with the **Nigerian Copyright Act, 2022** and international conventions administered by the **World Intellectual Property Organization (WIPO)**.

- Only public-domain or properly licensed materials are published.
- Infringing materials will be removed promptly upon receipt of a valid complaint under our **Copyright and Takedown Policy**.
- Sensitive or restricted materials will be withheld or redacted to protect privacy and national security.

9. Attribution and Source Citation

All documents include source citations and metadata that identify, where possible:

- The issuing authority or institution.
- The original publication date and reference number.
- The archival or collection source (if digitised from print).

Users are encouraged to cite PublicRecords.ng as follows:

[Document Title], [Year of Publication on PublicRecords.ng]. Retrieved from *PublicRecords.ng* ([full URL]) as documented by the *Institute for Historical Studies, Biographical Research, Documentation and Legacy (IHS-BiRD & L)*.

10. Language and Presentation Standards

- Documents are presented in their original language and format.
- Summaries and metadata are written in clear, neutral English.

- When translations are provided, they are labelled as “Translated Version” and reviewed for accuracy.
- Editorial interventions (e.g., added notes or explanations) are clearly marked.

11. Preservation and Archival Standards

PublicRecords.ng follows digital preservation best practices to ensure the long-term accessibility of Nigeria’s public documents.

- Original file integrity is maintained through secure storage and regular backups.
- Metadata complies with open archival standards for interoperability with other historical and research databases.

12. Governance and Accountability

The editorial functions of PublicRecords.ng are overseen by the **Documentation and Archival Committee** of the **Institute for Historical Studies, Biographical Research, Documentation and Legacy (IHS-BiRD & L)**.

This committee ensures that editorial practices align with the Institute’s values of **truth, transparency, and preservation of national memory**.

13. Policy Review

This Editorial Policy is reviewed annually to incorporate new legal, technological, and ethical developments in digital archiving and information management.

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