



BT Archives Publication Scheme

Introduction

The Freedom of Information Act 2000 ("the FoIA") passed on 30th November 2000, came into force on 1st January 2005 and establishes a general right of access to information held by public authorities (subject to certain exemptions).

BT is not a public authority under the terms of the Act. However, because BT's pre-plc (i.e. pre-1984) records are subject to the Public Records Acts, it is BT's policy to apply the provisions of the FoIA relating to public records as if it had been designated as a public authority for this purpose.

Further information on this act can be found at
www.legislation.hms.gov.uk/acts/acts2000/20000036.htm

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The Purpose of our Publication Scheme

One of the aims of the Freedom of Information Act is to encourage public authorities to be clear and proactive about the information they make available.

Section 19 of the Act requires all such authorities to have a Publication Scheme that has been approved by the Information Commissioner. Publication Schemes explain what information is made available, when and how you can see it, and whether the information is available free or whether there is a charge. All public authorities must release the information promised in their schemes.

About BT Archives

We act as the corporate memory for the BT Group of companies and preserve the historical information of BT plc and its predecessors from the early part of the nineteenth century up to the present day, effectively the history of telecommunications services in the United Kingdom and from the UK to overseas.

The archive was established in 1986 and we moved to a purpose-adapted repository in Holborn Telephone Exchange in July 1997. This facility reflects BT's commitment to preserving and giving access to its unique and priceless archival collections.

BT Archives is also approved by The National Archives Archive Sector Development service as meeting their standard for archive repositories.

What Information We Make Available and How

BT records produced before the date of privatisation (1984) are classed as public records under the Public Records Acts, 1958 and 1967, as superseded by the Freedom of Information Act. We undertake the company's statutory responsibility set out in these acts to preserve and make available public records to members of the public after 30 years, and for this purpose have been appointed an "official place of deposit for public records" by the Lord Chancellor.

Part of our role as a place of deposit for public records is to ensure that vital historical information is preserved and made available where appropriate to aid BT's performance, raise the company profile and support BT as one of the world's leading providers of communications services.

Requests for general access to information can be made in person at BT Archives, via email or over the phone (details below). We have an ongoing cataloguing programme and customers should feel free to enquire, via the same methods, regarding any information which they feel we may hold. Customers are asked to note that we do not undertake research on their behalf.

Address: BT Archives, Third Floor, Holborn Telephone Exchange, 268-270 High Holborn, LONDON, WC1V 7EE

e-mail: archives@bt.com

telephone: (020) 7440 4220

fax: (020) 7242 1967

Access to information regarding our collections and information regarding our partner organisations can also be found online at:

www.bt.com/btdigitalarchives - Enables users to search our catalogue and access almost half a million digitised photographs, reports and items of correspondence preserved as part of BT's core archive collection dating from 1846. Customers are encouraged to use this service in the first instance.

www.connected-earth.com - Enables users to gather information and browse our artefact collections as well as those of our partner museums.

www.ancestry.co.uk – All of our phonebooks up to 1984 are now published on the ancestry website to aid customers undertaking genealogical research.

Opening Times and Fees

The public searchroom is open Tuesday and Thursday, 10.00am - 4.00pm all year round except for public holidays and on occasions when scheduled events may be occurring. An appointment is required before visiting as it may not be possible to accommodate visitors arriving without appointment. Appointments may be made by:

e-mail: archives@bt.com

telephone: (020) 7440 4220

Upon their first visit to the archive all customers will be asked to produce a photographic ID and proof of address. This security is part of our attempts to safeguard the collection from vandalism/theft.

Supply and Reproduction Charges

We will supply material when requested subject to the conditions set out on our application form, except where this places original material at risk or we do not own the copyright. Customers are advised that additional charges will apply where their requested material is not currently available in their required format.

All charges listed below are inclusive of VAT.

Supplying Copies of Our Material

Photocopies and Printouts

The first four copies made in person are free of charge, thereafter a charge of 25p per page will apply. A postage and packaging fee of £2 applies to each order not collected from BT Archives.

Images

Photographic prints of an image from the negative or an existing scan cost £10.50 each (8x6 inch, prices for larger sizes are available on request).

Digital copies of an image that are in the required format for supply are available at a price of £5 per low resolution image and £8 per high resolution image. For previously unscanned images an additional charge of £10 per image applies. A postage and packaging fee of £2 applies to each order not collected from BT Archives.

Moving Image

Digital copies of moving image that are in the required format for supply are available at a price of £10 per low quality (MPEG 1) title and £50 per high quality (MPEG 2) title.

Additional charges will apply for conversion of material to other formats and where no digital copy is currently held (available on application). A postage and packaging fee of £2 applies to each order not collected from BT Archives.

Private Photography at BT Archives

A charge of £5 per day applies to take photographs at BT Archives where permitted.

Reproduction Rights

A separate application form must be completed for each reproduction. Permission for the reproduction of material supplied by BT Heritage or filmed/photographed at BT Archives is charged as follows:

	UK or single language	World or multilingual
Books, newspapers or periodicals	£80	£200
Television, films, video or cable	£120	£250
Online publishing	n/a	£250

Legislation, Standards and Guidance

Legislation

Public Records Acts 1958 and 1967

The Public Records Act 1958 (amended 1967) standardised arrangements for the transfer of public records and specified when they should be opened to the public. Parts of this act are now superseded by the Freedom of Information Act 2000 (detailed below).

We endeavor to comply with the text set out in this act where possible. Further information on this act can be found at www.nationalarchives.gov.uk/policy/act/default.htm

Freedom of Information Act 2000

The Freedom of Information Act 2000 replaced access provisions set out in the Public Records Act 1958 and 1967 and does not generally apply to records held by BT Archive after 1984.

We will comply with the text set out in this act to the best of our ability and any requests should be sent in writing with the subject 'Freedom of Information Request' clearly marked. Further information regarding the act can be found at www.nationalarchives.gov.uk/policy/foi/default.htm

Data Protection Act 1998

The Data Protection Act 1998 provides individuals with a right of access to any personal information held about them. This right applies to any information held within BT Archives.

We will comply with the text set out in this act to the best of our ability and any requests should be sent in writing with the subject 'Data Protection Request' clearly marked. Further information regarding the act can be found at www.nationalarchives.gov.uk/policy/dp/default.htm

Copyright, Designs and Patents Act 1988

Any information to which BT holds the copyright may be copied, distributed or published, subject to the granting of permissions and the charges detailed above. Extracts of material to which BT does not hold the copyright may be reproduced under sections 29 and 30 of the Copyright, Designs and Patents Act 1988. This includes copying material for private and research study purposes, criticism and news reporting amongst others.

We will comply with the text set out in this act to the best of our ability and any enquiries should be made in writing with the subject 'Copyright, Design and Patents Request' clearly marked. Further information regarding the act can be found at www.opsi.gov.uk/acts/acts1988/UKpga_19880048_en_1.htm

Equality Act, 2010

The Equality Act addresses physical access to buildings and requires reasonable adjustments to be made to services to accommodate people with disabilities.

We will comply with the text set out in this act to the best of our ability and any special arrangements should be discussed prior to visiting the Archives. Further Information regarding the act can be found at <http://www.legislation.gov.uk/ukpga/2010/15/contents>

BT Archive Policies

Acquisition Policy

We select material for permanent preservation which reflects the development and operations of BT and its predecessors, from the formation of the Electric Telegraph Company in 1846 to the present day.

Material offered to us will be considered on its archival information value rather than its format or medium. However we do not accept material if we do not have access to the expertise to adequately provide for the records preservation, documentation, storage or access. Nor will we accept material which, through its unstable nature, might create a risk to the collections overall.

Items are obtained via internal transfer, gift, purchase or, in exceptional circumstances, loan.

BT Archives full acquisition policy can be viewed here

www.btplc.com/Thegroup/BTsHistory/BTgrouparchives/OurHeritagePolicy/BTA_policies_2006_10.pdf

Preservation Policy

Archive material will be stored within acid-free or inert packaging in accordance with best professional practice and our storage facilities have been declared as meeting the requirements of the Lord Chancellor and The National Archives.

Consultation of material from the archives collections by external researchers takes place in our searchroom. Researchers are supervised at all times, and members of the BT Archives team are on hand to assist researchers in locating and retrieving the archival documents that they require.

We undertake a rolling conservation program to identify material that is in need of repair and arrange conservation work to be carried out by appropriately qualified professionals as listed on the Institute of Conservations Register.

BT Archives full preservation policy can be viewed here

www.btplc.com/Thegroup/BTsHistory/BTgrouparchives/OurHeritagePolicy/BTA_policies_2006_10.pdf

Access Policy

We provide historical information to support BT's strategy, vision and operations, ranging from the earliest days of telecommunications to near contemporary information.

We welcome external parties to undertake research using the archive collections in the searchroom. BT Archives will undertake straight forward enquiries including identification of potential sources within the collections, but does not carry out research on behalf of external parties.

BT Archives full access policy can be viewed here

www.btplc.com/Thegroup/BTsHistory/BTgrouparchives/OurHeritagePolicy/BTA_policies_2006_10.pdf

Archive Bodies

For further information regarding recognized archives bodies please refer to either The National Archives www.nationalarchives.gov.uk/policy/dp/default.htm or the Society of Archivists www.archives.org.uk/