

| | | |
|----------------------|--|----------|
| Assignment checklist | | THE |
| | | NATIONAL |
| | | ARCHIVES |

Assignments of Crown copyright are rarely granted as they run contrary to government and open data policy. In exceptional circumstances, an application may be reviewed, and to guide this decision the following questions should be considered:

1. Does the copyright, or database rights, in the material you are requesting to be assigned rest with the Crown?
2. What is the business need for His Majesty's Government (HMG) to divest itself of this material?
3. Is there a business need for HMG to retain any part of the copyright or database rights now or in the future?
4. What are the long term consequences for HMG if the copyright or database rights in this material are assigned away from the Crown?
5. Could the assignment of this material leave HMG open to criticism and, if so, how would you respond?
6. Are there any existing licences in place and what will happen to these licences if the material is assigned?
7. To what extent has the department explored the possibility of giving others the opportunity to take this project forward? Did this form part of a transparent and open procurement process?
8. If you are a public sector body, are there any implications relating to the Re-use of Public Sector Information Regulations 2015 which may arise as a result of this assignment? For further information on this please see: <http://www.legislation.gov.uk/uksi/2015/1415/regulation/3/made> and further [guidance](#) from The National Archives.
9. If the copyright material you are requesting to be assigned includes outputs from publicly funded research, are there any implications relating to the [UKRI Open Access policy](#)?

| | | | |
|----------------------|--|----------|--|
| Assignment checklist | | THE | |
| | | NATIONAL | |
| | | ARCHIVES | |

10. Are there any other regulatory implications which might arise as a result of this assignment?

11. Please provide a detailed list of the proposed material to be assigned.