

On, Off & Background

Communications & Media

The terms under which information is given, and what each one permits.

Agree the terms in advance and in writing.

Term	You may publish
On the record	Words and name
On background	Words, with a described role
Deep background	The information, no attribution
Off the record	Nothing, unless re-sourced

Definitions vary between newsrooms and countries, so state yours explicitly. The agreement applies from when it is struck, not