Is your podcast archive ready to license?

Pick one episode with good original files. Use this checklist to work out what you can document before you share an archive.

1. Find the originals

Locate the separate speaker tracks, raw camera files, final mix and any aligned transcript. Note which formats, speakers and languages are available. Preserve the originals.

2. Match rights to the intended use

Record the copyright owner and the signed permission reference for each speaker. Check any producer or network agreement. Treat training, evaluation, publicity, and an identifiable voice or likeness as distinct uses.

3. Mark exclusions before estimating hours

Flag intro music, inserted ads, stock clips, screenshares, sensitive discussion and guest segments that lack a clear grant. Count the usable time after exclusions and review.

4. Ask what triggers payment

Check the event that triggers payment, the payout timing, any exclusivity and what happens when a file is removed or a license ends. Start with a description and a show link.

Your first sample

Field	What to record
Episode ID and duration	Internal ID, date, language, recorded and potentially usable minutes
Originals and release evidence	Separate audio tracks, video sync, transcript and release reference
Restrictions and status	Excluded ranges, reason, owner, permission verified or pending

FIUND podcast assessment · Guest release guide · U.S. Copyright Office on digital replicas