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# STATES OF JERSEY



## RECORDS ADVISORY PANEL: APPOINTMENT OF MEMBER

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**Presented to the States on 20th May 2025  
by the Minister for Sustainable Economic Development**

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**STATES GREFFE**

## **REPORT**

### **Context**

The Public Records (Jersey) Law (the ‘Law’) requires the establishment of a Records Advisory Panel (the ‘RAP’) to supervise the implementation of the Law by means of review and direction. The RAP consists of 5 members who are appointed under the Law by the Minister for Sustainable Economic Development (the ‘Minister’); one of the five will be appointed chairman by the Minister.

In accordance with Article 14(5) Public Records (Jersey) Law 2002, the Minister has presented this report to notify the States Assembly of two appointments to the RAP.

### **Functions**

The Law lays out the functions of the RAP.

It may:

- review the performance of the Trust, Archivist and Public Institutions under the Law
- review the appraisal of records and retention schedules produced by the Archivist
- advise the Minister, the Jersey Heritage Trust (the ‘JHT’) and the Archivist with respect to the functions of JHT and the Archivist under the Law
- advise public institutions of their duties under the Law
- advise the Minister, Trust, Archivist and Public Institutions on the preservation of and access to public records
- direct the Trust and Archivist to perform their functions under the Law
- direct that a public record is a record which does not need to be transferred to the Archive or is a record that the Archivist cannot have access to or can only access under specific conditions. These directions can be revoked by the Panel.

It shall:

- ensure at all times that there are standards that it has approved for the purposes of Articles 8 and 9 (Article 8 – Principal duties of JHT, Article 9 – Principal duties of the Archivist), that are not less strict and not less extensive than the standards in force at those times of the British Standards Institute and the International Organisation for Standardisation on records management and the storage, conservation and preservation of records.

### **Biography of the newly appointed member**

Ms. Jo Falla brings extensive experience in records management, governance, and heritage administration to the Records Advisory Panel. Currently working within Scrutiny at the States Greffe, she supports policy evaluation and promotes transparency and accountability in government processes. Previously, she served as Deputy Superintendent Registrar, overseeing the integrity and administration of vital records with a strong focus on legal compliance and public accessibility.

Earlier in her career, she spent eight years at Jersey Heritage as Venues Manager, where she developed a deep understanding of the value of the Jersey Archive and the importance of balancing public access with the preservation of historic sites. A lifelong appreciation for history and historic records has shaped her professional journey, complemented by a solid understanding of public records law and data protection. This background underpins a strong commitment to maintaining high standards in records management for the benefit of both public and government.