

2024 Annual Archivist's Report

Rapport Annuel de l'Archiviste 2024

On the work of Jersey Heritage and the Archivist
under the Public Records (Jersey) Law, 2002



JERSEY
HERITAGE

R.102/2025



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ARCHIVE SERVICE

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Introduction

Archives provide a vital link between our past, present and future and remind us of the generations of people and events that made Jersey. They continue to be relevant to our social, political and cultural development. The role of Jersey Heritage is to select and preserve these unique records and each year we discover more stories that inform our understanding of the Island's identity. At Jersey Archive we care for the records that tell these stories and keep them safe for current and future generations to research, learn from and enjoy.

Archives are also a key part of Government accountability. The Archive team works closely with each Government department to identify relevant records to be transferred to Jersey Archive. These records reflect the decisions, functions and policies of Government. In 2024 we worked with departments across Government to review 55 retention schedules and transfer 66.5 cubic metres, over 4,000 boxes, of records to the Archive building.

In 2024 over 13,000 digital files were transferred to the custody of Jersey Archive and placed in our secure digital preservation system. This is a significant increase on the 2,800 files transferred in 2023 and reflects the change in working practices from paper to born digital records. As this change continues, we will ensure that our digital preservation system has the capacity to preserve these files for future researchers.

The transfer of significant numbers of physical and digital records puts pressure on our ability to fully catalogue these collections as staff are dealing with thousands of boxes of records and digital files each year. We ensure that basic descriptions of collections are placed online to facilitate access as an initial step and then prioritise collections for more detailed cataloguing.

In 2024 we participated in the Archives and Records Association National Surveys Group Survey of Visitors to Archives. The survey results showed that staff availability, attitude and the quality and appropriateness of staff's advice were scored at 99%, 98% and 98% respectively.

'Amazing service, staff really helpful and explained clearly how we could find the info we were looking for. Online database was very easy to use.'

The Jersey Archive has full Archive Accreditation at the highest level after successfully re-applying to The National Archive scheme in 2021. The accreditation lasts for six years with an interim review due halfway through the term. In 2024 the Archive submitted an interim review reporting on developments and actions taken since 2020. Following the review Jersey Archive retained its status as an accredited archive service with the application panel noting;

'the significant progress by the archive since Accreditation, particularly the transfer of Public Records into the service, and also welcomed partnership working across the wider Jersey Heritage to strengthen the outreach offer.'

In 2024 we continued to develop our staff, supporting training programmes in conservation, archive administration and records management. Our team of volunteers continued to contribute a vital role to the service we provide adding thousands of hours supporting digitisation, indexing and preservation projects.

Linda Romeril
Deputy Chief Executive and Archives and Collections Director, Jersey Heritage, April 2025

Records Advisory Panel



2024 was an extraordinarily busy year for Jersey Archive, as 66.5 cubic metres of records were transferred once the new extension to the Archive became ready to receive records, and changes in responsibilities of Government departments were agreed.

Notwithstanding this increase in workload, without increase in staff numbers, the Archive continues to maintain high standards. It retained its status as an accredited archive under The National Archive Scheme. In addition, the Archivist has devoted time to the development of amendments to the Public Records (Jersey) Law 2002, to include a Code of Practice, which should finally be debated in the near future.

Public authorities have made great efforts to review and maintain their retention schedules, which are the key documents setting the baseline for transfer of records, whether physical or digital, to the Archive, or to proceed to disposal approved by the Archivist. Original documents continue to be valuable, even when scanned versions are in use, and should be available for transfer.

It is the duty of the Archivist to use every effort to ensure compliance with the Public Records Law and the duty of the Panel both to support and report on such matters. Appendix A shows how much work has been done to keep retention schedules relevant. Schedules are updated every five years, so a few are still outstanding. The Archivist welcomes discussion on these to get them moving.

A description of public records transferred in 2024 appears in Appendix B and shows the mix of topics archived. All archived material is held in accordance with the Freedom of Information (Jersey) Law 2011 or the Data Protection (Jersey) Law 2018 as identified by the source authority, and will be open to view or closed on the basis of applicable exemptions supplied.

I would like to express my thanks to the Archivist for her support and wise advice over my eight years on the Records Advisory Panel, the last three as Chairman, and to my fellow members past and present, and extend to the Panel and incoming Chairman every good wish for the future.

Anne Harris
Records Advisory Panel Chair, April 2025

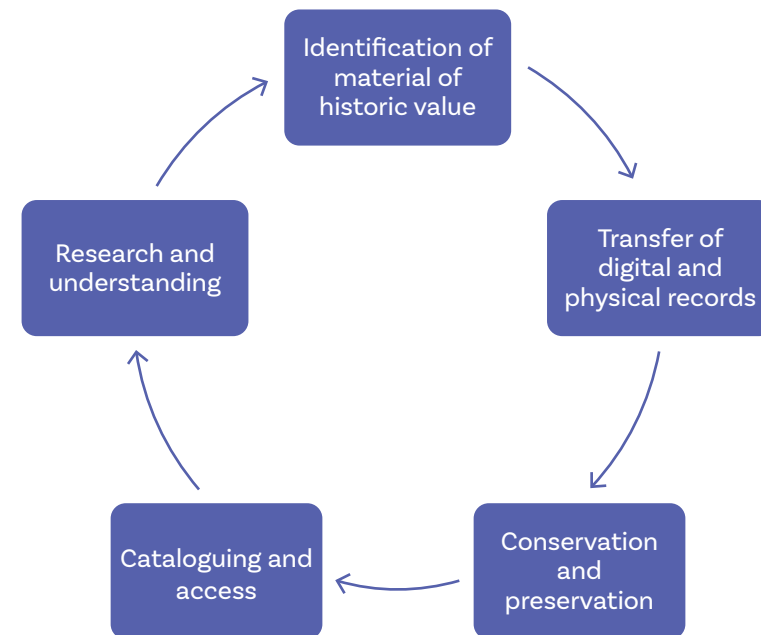
Public Records (Jersey) Law, 2002

The Public Records (Jersey) Law, 2002 places certain duties on Jersey Heritage Trust, the Archivist employed by the Trust, the Records Advisory Panel and public institutions who fall under the law.

In 2024 the Archivist and Chair of the Records Advisory Panel worked with representatives from the Economy Department, Law Officers' Department and Law Drafting Office on amendments to the law proposed by the Records Advisory Panel. This includes a review into the public institutions covered by the law and the introduction of a Code of Practice for institutions to better define their duty of records management. The Code of Practice was drafted in 2024, and the amended law should be lodged in 2025.

The Law sets out the Archivist's duty to review, select and identify which records should be retained as part of the permanent story of the Island. It is the public institution's duty to then arrange for these records to be transferred to the custody of Jersey Heritage and the Trust's duty to maintain a public records office for the safe keeping of the records. The Archivist is then responsible for managing the records and making them available to the public.

This report looks at the key areas of identification, transfer, preservation, cataloguing and access to archives.



Public Records Law Compliance - Identification of Archives



The identification of public records of historic value is one of the key roles of the Archivist and the team at Jersey Archive. It is vitally important that we work with public institutions and subject specialists to select which records we should retain to continue to tell Jersey's unique story.

The tool that is used to identify archival material is the departmental retention schedule which lists the records produced by the institution, the length of time they should be kept and then whether they are confidentially disposed of or transferred to Jersey Archive for permanent retention. Retention schedules are agreed and signed off by the public institution and the Archivist.

The Law is format neutral and therefore covers both physical and digital records, it defines public records as any record(s) that have been created or received by a public institution in the performance of its functions. Every year millions of records produced by public institutions, from emails to minutes of meetings and application forms to acts of Court, are covered by the Public Records Law.

Case Study - Retention Schedule Review

Each year the team at Jersey Archive carry out a compliance audit which looks at each Government department, the functions and sections of that department, the retention schedules in place and their last review date. The audit also highlights the last time that records were transferred to the Archive. Generic retention schedules and schedules for Arm's Length Organisations are not included in the main audit.

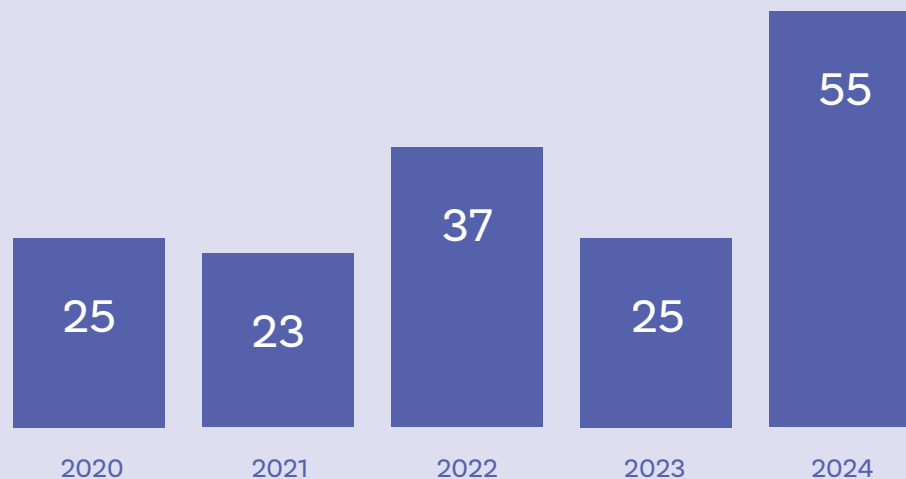
In 2024, 55 retention schedules were reviewed by the team at the Archive and the public institution and signed off by the Archivist and Departmental Public Records Officer. This is a significant increase on the 25 reviews carried out in 2023 and shows the effectiveness of the annual compliance audit which acts as a reminder to institutions to review schedules and ensure that they are up to date and actioned.

Changes in the structure of Government, transfer of responsibilities between departments and the way in which we work means that regular reviews of the retention schedules are essential to ensure that all records series are included. We recommend that schedules are reviewed at least every five years or sooner if new systems are put in place or responsibilities change.

Across the main Government departments there are now 119 retention schedules in place and 80% of these have been reviewed or created within the last five years.

Appendix A shows a full list of retention schedules in place for each department and the date that they were last reviewed.

Number of Retention Schedule Reviews



Public Records Law Compliance - Transfer of Archives



Once public records have been identified as having archival value in the institution's retention schedule it is a requirement of the Public Records Law that those records are transferred to Jersey Archive after 20 years. The law allows for records to be transferred sooner if this is agreed by the institution and Archive. In the majority of cases an earlier transfer is preferable to physical records being retained in unsuitable storage conditions or digital records being allowed to become obsolete.

In 2024, 66.5 cubic metres of physical records were transferred to Jersey Archive, a significant increase on the 44.5 cubic metres transferred in 2023. This represents over 4,700 boxes of archival records and includes records from the States Greffe, Viscount's Department, CYPES and individual schools.

There were 36 transfers of digital collections in 2024 consisting of over 13,000 electronic files. In 2023, 2,869 digital files were transferred and the significant increase shows that the Archive is starting to see the shift in working from paper to digital.

Digital transfers included responses to requests from the central Freedom of Information team and Cabinet Office files relating to Corporate Management Board meetings.

Each new collection that arrives at Jersey Archive is accessioned on our collections management database. The accession record includes a basic description of the contents of the collection, the transferring department and section, the amount of records transferred and the location of the collection in the Jersey Archive strongroom. Transfer lists recording the basic contents of the collection are also received from the department. Recording this key information allows us to manage the collection and respond to any enquiries from the department.

A full list of collections of public records can be viewed at Appendix B.

Case Study - Official Analyst's Records

In November 2024 the Official Analyst's Department transferred a collection of records dating from 1923 - 2017. The collection includes a sample of reports and background papers showing the range of duties performed by the Analyst which include environmental, police, customs and post-mortem analysis. Whilst the more recent records in the collection are closed to public access for 75 years the material dating from the 1920s, 1930s and 1940s is open to the public and shows the role of the Official Analyst during the inter war and Occupation periods.

These records include analysis of food and milk during the Occupation period which show the difficulties of rationing. A letter from the Analyst dated 31 October 1941 points out the importance of milk in the wartime diet and highlights that samples show watering down of milk. In response to this the number of samples analysed has risen to 387 in the first ten months of 1941 from an average of 103 per year in the prewar period. Analysis has shown that there is also significant variations in fat percentage in the samples.

Oct 31 1942. 5'45
7'02 6'50 to 7'40
Jurat E.P. le Masurier.
Sir, ref. Fat in Jersey Milk.
In view of the increased importance of milk in the present-day diet, the number of samples of milk sold or intended to be analysed sold to the public has increased to 387 to date this year, compared with an average of 103 per annum for the years 1936, 1937 and 1938.

Public Records Law Compliance - Care of Archives - Conservation, Preservation and Security



The preservation of the unique records that we care for at Jersey Archive is one of the key functions of the service. The transfer of 66.5 cubic metres of material in 2024 meant that Archive staff, and the Conservation team in particular, spent a significant amount of their time working on cleaning and repackaging these new records.

The Conservation team continued their detailed treatment and repair of documents in 2024 with the aim of bringing unusable documents back into public access and ensuring their long-term preservation. As part of our succession planning programme our Trainee Conservator, who is working towards a formal qualification in Conservation, completed a training placement in bookbinding and the repair of volumes.

We also continued our conservation programme of external book binding, working with Sycamore Bookbinding. Over the course of the year 53 documents were treated, either inhouse or by Sycamore.

The items conserved included plans of St Saviour's Hospital, an early 20th century Honorary Police incident book from St Helier, hospital registers and school logbooks and admission registers.

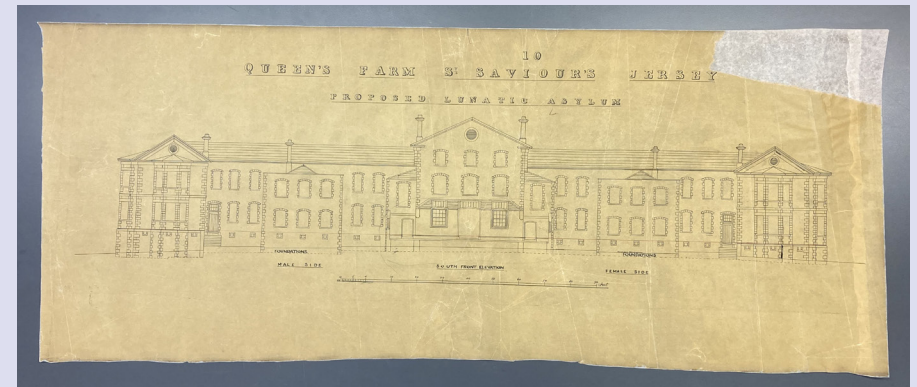
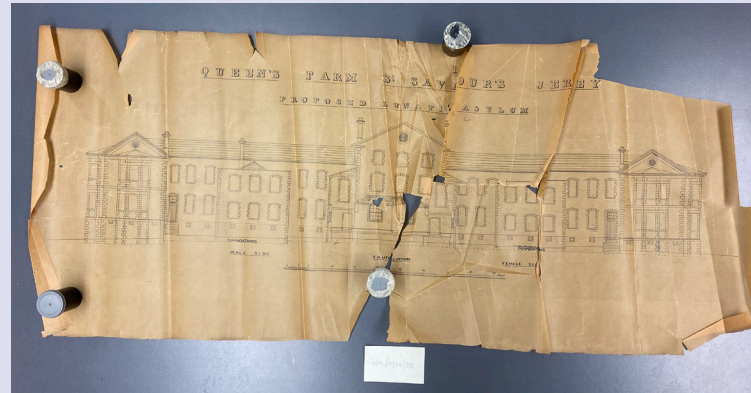
Case Study - Conservation of St Saviour's Hospital Plans

In 2024 a number of plans of St Saviour's Hospital dating from the 1860s were conserved. This included a plan showing the façade of the building, which was on very thin, brittle tracing paper and had been torn into four pieces. The plan was missing the top right-hand corner and there were small holes at various points across the plan.

The conservators used Japanese Spider tissue, 10% wheat starch paste, deionised water and acrylic paint to repair the plan. Japanese Spider tissue was selected like the tracing as it's supportive without adding too much bulk. However, as the contrast between the stark white of the tissue and the dark orange of the tracing was too pronounced, the tissue was tinted with an orange mixture of yellow, red and green acrylic paint diluted in a bath of deionised water. There was only a slight variation in colour, but enough to reduce the harshness of the white.

The tissue lining was pasted onto the map wall on top of a barrier layer of Terylene. Once this was dry, each piece of tracing was individually humidified using a Gortex wet pack for 20 minutes. The back of the tracing was then pasted out and carried over to the map wall, where it was aligned, manoeuvred into position and stuck down using a sponge and bone folder through polythene.

An infill of the tinted Spider tissue was applied to the missing section of the top right corner. No other pieces of repair tissue were applied as the contrast between the tracing and repair tissue is too great and it would detract from the drawing, especially as repair tissue would cover a lot of the central plan. The plan is now being kept flat in a Melinex sleeve, with a support of grey photocraft card covered in a piece of yellow archival paper so the drawing can still be seen.



Public Records Law Compliance - Environmental Conditions



Storage of records in the correct environmental conditions ensures that the unique archival material that we care for can be preserved for future generations of researchers. Records that are stored in buildings with high humidity and temperatures are subject to mould growth with significant fluctuations in temperature in a short period of time also putting the records at risk.

The Records Advisory Panel, as one of their functions under the Public Records (Jersey) Law, have approved BS 4971:2017 Conservation and care of archive and library collections as the standard that we aim to meet. Adherence to this standard is also required as part of Jersey Archive's application to The National Archives Accreditation Scheme.

BS 4971:2017 sets out the following criteria for the storage of standard archival collections;

- Humidity of between 35% - 60%
- Temperature of between 13°C - 23°C with an annual average of less than 18°C

The strongrooms at Jersey Archive were built to provide a passive, sustainable way of meeting BS 4971. In 2024 both strongroom blocks met the conditions specified by the British Standard.


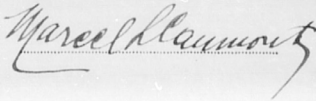
Public Records Law Compliance - Access to Archives - Cataloguing and Indexing

Once records have been accessioned and the basic contents of the collection recorded they join a list of priorities for detailed cataloguing, listing and indexing of each individual file on our online database.

Each collection is rated with a high, medium or low priority in line with our cataloguing priorities policy. When we set the priority level we consider the potential use of the collection, public interest in the collection, any preservation benefits of cataloguing and whether the collection is available to the public or closed for a period of time.

The detailed cataloguing and indexing of archival material requires the staff to have an in-depth knowledge of both documents they are cataloguing and the history of the department or institution that they came from.

Public records that were catalogued in 2024 include a significant collection of legislation and subject filing from the States Greffe, witness statements in criminal cases and Alien's Registration cards including that of Marcel Caumont an American musician who came to Jersey from Paris in 1926.

MALE.		REGISTRATION CARD.	
(1) NAME (Surname first in Roman capitals). C A U M O N T Marcel		(2) IDENTITY BOOK OR REGISTRATION CERTIFICATE. No. J. 13076 Date 5 July 1926 Issued at Jersey	
ALIAS			
(3) NATIONALITY	American	Born on	11/9/1892 in New York, U.S.A.
(4) PREVIOUS NATIONALITY (if any)			
(5) PROFESSION or OCCUPATION		Musician	(6) Arrived in U.K. on 30 / 6 / 1926
(7) Address of last residence outside U.K.		Paris France	
(8) GOVERNMENT SERVICE.		(10) PHOTOGRAPH	(11) SIGNATURE OR LEFT THUMB PRINT.
(9) PASSPORT or other papers as to nationality and identity. American Passport issued at Washington No. 114621 6/8/1925			

Case Study - Cataloguing and Indexing - Volunteers Added Value Cataloguing

In 2024 over 180 naturalisation files dating from 1873 to 1940 were catalogued and indexed and are now searchable on the Jersey Heritage Online Catalogue. The files include application forms for individuals who were living in Jersey and wished to take British nationality. Many of the files are from French nationals who settled in the Island in the late 19th and early 20th centuries. The files provide a wealth of information for family historians including the place and date of the individual's birth, their address in Jersey and also testimonials in support of their application.

The files include an application from Albert Bedane who was a French subject, born in 1893 in Angers. Albert was naturalised in 1921. He sheltered Mary Richardson, a Dutch-born Jew, for nearly two years during the Occupation after she was identified as Jewish by the German Authorities. Albert was recognised as 'Righteous among the Nations' by the State of Israel in 2000.

Also included are two files relating to Alexandre de Petrovsky who was born in St Petersburg, or Petrograd, in 1885. Alexandre first applied for naturalisation in 1923 but was refused, he applied again in 1932 and this time was granted permission to be naturalised. Alexandre had left Russia in the early 1900s and set up a small aerodrome outside Brussels. He served in the Belgian Army but lost any property in Russia after the revolution. The Russian change of regime is referred to in Alexandre's file when the Attorney General states that he appears to have been, *'loyal to Russia under a former regime, and to be a person who, through no fault of his own, had become, for all practical purposes, a citizen of no country at all.'*

MALE.		REGISTRATION CARD.	
(1) NAME (Surname first in Roman capitals).	(2) IDENTITY BOOK OR REGISTRATION CERTIFICATE.		
BEDANE Albert Gustave.	No. J. 431.		
ALIAS	Date 26/7/1920.		
(3) NATIONALITY French.	Born on 29/9/1893.	Issued at Jersey.	
(4) PREVIOUS NATIONALITY (if any)	in Angers France.		
(5) PROFESSION or OCCUPATION Masseur.	(6) Arrived in U.K. on - / - /1894		
(7) Address of last residence outside U.K. Angers France.			
(8) GOVERNMENT SERVICE.	(11) SIGNATURE OR LEFT THUMB PRINT.		
1/9th. Hants 1917/20.	A. G. Bedane.		
(9) PASSPORT or other papers as to nationality and identity.			
No passport or other documents Has been in Jersey over 26 years			

MALE.		REGISTRATION CARD.	
(1) NAME (Surname first in Roman capitals).	(2) IDENTITY BOOK OR REGISTRATION CERTIFICATE.		
PETROVSKY Alexandre. de	No. J. 89		
ALIAS	Date 30/6/20		
(3) NATIONALITY Russian.	Born on 21/12/85.	Issued at Jersey.	
(4) PREVIOUS NATIONALITY (if any)	in Petrograd.		
(5) PROFESSION or OCCUPATION Independent.	(6) Arrived in U.K. on - / 11 /14		
(7) Address of last residence outside U.K. Belgium			
(8) GOVERNMENT SERVICE.	(11) SIGNATURE OR LEFT THUMB PRINT.		
Flying Officer. Belgian Army	Alexandre Petrovsky		
(9) PASSPORT or other papers as to nationality and identity.			
Passport No. 2627 issued at Petrograd 27/9/1917.			

Public Records Law Compliance - Access to Archives

In 2024 over 2,500 members of the public visited the Jersey Archive building to carry out in person research into the records we hold. Research topics varied from house and family history to Occupation and individuals such as Claude Cahun.

The staff at Jersey Archive continue to provide a high-quality service and some of the comments received through the year are listed below:

'Really helpful information and much appreciated. Well done Jersey Heritage for your wonderful resource and understanding and helpful team.'

'I would just like to thank you all on behalf of myself and my wife following our visit on Thursday 13th June. Everyone was so helpful, and we thoroughly enjoyed our morning in the archives.'

The Jersey Heritage Online Catalogue continues to be a key tool for members of the public to use to access information about and digital copies of our collections. The catalogue holds

over a million images of the records held at Jersey Archive and allows people to access the collections at any time of day and from wherever they are in the world.

Our subscriber base to the catalogue continues to be steady at c.900 individuals with a number of people using the pay per view options. This provides an annual income which supports two part-time digitisation posts and allows us to digitise and develop access to more of the collections.

Members of staff continued to answer email and telephone enquiries with 3,084 enquiries answered during the course of 2024. This included 390 enquiries from public institutions into the records that we hold on their behalf. These enquiries included FOI requests, requests for loans of documents, records management and conservation advice.



Case Study - Access - Educational Workshops

In 2024 we worked with the Education team at Jersey Heritage to develop our programme for primary and secondary schools. In May 2024 and November 2024, we held a series of themed Occupation and First World War workshops to coincide with Liberation Day and Remembrance Day. Primary schools were invited to bring classes to the Archive and the students were introduced to the importance of primary sources and the general background of the workshop topic. The students then worked together to complete a quiz, based on information from original documents and were given tours of the strongrooms at Jersey Archive. Over 280 students attended the workshops over the course of the two weeks.

We also developed our educational work with secondary schools with an A-Level group from Jersey College for Girls visiting the Archive to find out more about the lives of 19th century women. The group were studying 'The Awakening', a novel by Kate Chopin and were able to use Archive sources to find out more about the lives of women in Jersey during the 19th century.

We received the following feedback from JCG:

'[the] team went away and produced some incredible resources, finding some really specific and insightful information on Jersey women from this time. The time and effort put into it was astounding. They kindly let me come down to run through what they had in mind for our one-hour session and then we were all sorted to go.'



Records Opened, January 2024

Every year public records held at Jersey Archive that are closed to the public, are reviewed after periods of 30, 50, 75 and 100 years. In 2024, 629 files were due to be reviewed and in January 2025, 66% of these records were opened to public access.

Records opened to the public after 100 years included the admission register from the Jersey General Hospital which shows that infectious disease such as typhoid were common in the Island in 1924, with 38 cases over the course of the year, seven of which occurred in one school where the source of the drinking water was found to be the cause of the outbreak.

The hospital continued to be a place where those living in poverty were admitted though this seems to become gradually less common throughout the early 20th century. In July 1924 Ethel and Gladys Garnham, aged four and 1½ were admitted to the hospital with reason given being poverty at home. The girls were discharged 2½ weeks later.

On 26 July six children of Philip John Le Maistre aged between 2 and 10 were admitted to the hospital, also for reasons of poverty at home. Four of the children were sent home on 11 August with the eldest two girls being sent to the Girl's Home on the same day.

Records opened to the public after 75 years show the aftermath of Occupation and include files relating to the employment of members of the Polish Re-Settlement Corps to spray potatoes as part of the anti-Colorado beetle campaign in summer 1947.

A photograph of a handwritten admission register from the Jersey General Hospital, dated 1924. The document is written on lined paper and lists several children of Philip John Le Maistre. The entries are as follows:

Child's Name	Count
Maistre Le, Ph. John	10
Maistre Le, Elsie Matilda	9
Maistre Le, Wm Chas	7
Maistre Le, Lily May	4
Maistre Le, Edgar John	3
Maistre Le, Edith Maud	2

On the right side of the page, there is a summary of the children's status:

Category	Count
Quérée	10
enfants de Ph. John	9
Le Maistre m.	7
St Saviour	4
	3
	2

The Polish Re-Settlement Corps was formed by the British Government in 1946 as a holding unit for members of the Polish Armed Forces who served with the British Armed Forces during the Second World War and who were not able, or did not wish to return to a Communist Poland at the end of the war.

Included in the file is a request from Gladys Lea of 104, St Saviour's Road for Mikolaj Fiodoruk, a member of the Polish 2nd Corps to stay in Jersey as a civilian as they wish to get married. After several applications Gladys and Mikolaj married and Mikolaj was eventually naturalised as a British subject.

Management and Oversight

The Records Advisory Panel was established under the Public Records (Jersey) Law, 2002. The panel is required to meet at least twice each year and part of its role is to review the performance under the law of Jersey Heritage, the Archivist and public institutions.

The panel met four times in 2024, and agenda items included the update of the Public Records (Jersey) Law, the annual compliance audit, the Archivist's Annual Report for 2023, the records of the Jersey Independent Care Inquiry and the Archive team's digitisation plan.

The Government of Jersey's Head of Information and Data Security attended the December meeting of the panel to give an update on records management within the Government of Jersey and plans for future developments.



Appendix A

Department/Section	Last Sign Off	Next Review Due	Notes
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Cabinet Office

Chief of Staff	Jun-23	2028	People Directory draft in place December 2023 waiting for sign off.
Ministerial Support Unit	Sep-24	2029	
Communications Unit	Jun-22	2027	
People and Corporate Services	Aug-24	2029	
Information Services	Feb-19	2024	
Modernisation and Digital - JerseyMe	May-22	2027	
People Directory	Draft in place Dec-23		
SPPP Central Retention Schedule	Jan-24	2029	
Stats Jersey	Sep-23	2028	

Children, Young People, Education and Skills

Policy and Planning (CYPES)	Aug-19	2027	
CEYS	Aug-19	2027	
Directorate	Aug-19	2029	
Inclusion and Early Intervention	Aug-19	2027	
Standards and Achievement	Aug-19	2027	
Jersey Youth Service	Dec-18	2027	
Primary and Secondary Schools	Nov-23	2027	

Appendix A

Department/Section	Last Sign Off	Next Review Due	Notes
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Children, Young People, Education and Skills

Highlands College	Sep-22	2027	
L'Office du Jèrriais	Mar-23	2028	
Jersey Music Service	Mar-24	2029	
Skills Jersey	Aug-19	2024	
CYPES Generic	Aug-19	2024	
Governance	Aug-19	2024	
Children's Social Care and Children and Adolescent Mental Health Services (CAMHS)	Jul-22	2027	
Children and Family Hub Service	May-23	2028	
Jersey Library	Feb-22	2027	

Customer and Local Services

Income Support	Mar-22	2027	
Enforcement	Mar-22	2029	
Finance - Cashiers	Apr-22	2027	
Pensions	Feb-22	2027	
Governance	Feb-22	2027	
Back to Work	May-22	2027	
Operational Support/Scanning	Feb-22	2027	

Appendix A

Department/Section	Last Sign Off	Next Review Due	Notes
Customer and Local Services			
Acceptable Behaviour	Mar-22	2027	
Long-Term Care	Aug-23	2028	
Learning and Development	Apr-22	2027	
Change and Projects Team	Jan-22	2027	
Housing Control	Feb-22	2027	
People Hub	Feb-22	2027	
Health Team	Jan-24	2029	
Critical Support Team	Apr-22	2027	
Customer Experience	Feb-22	2027	
Spend Local	Jan-22	2027	
Housing Advice and Support Services	Jan-22	2027	
Business Licensing	Jan-22	2027	
Affordable Housing Gateway	Aug-23	2028	
Back to Work Recruitment	Jun-22	2027	
Crematorium	May-22	2027	
Contribution Tier 1	Nov-22	2027	
Chief Officer	Jun-24	2029	
Workwell	Aug-24	2029	
Service Hub	Jun-24	2029	

Appendix A

Department/Section	Last Sign Off	Next Review Due	Notes
Economy Department	Dec-24	2029	
External Relations	Nov-23	2028	
Health and Community Services			
NHS Retention Schedule	Jan-21	2026	Agreed to use NHS schedule in 2021 but working on a Jersey version which will include Adult Services. Draft in place October 2023.
Adult Services			
Strategic Public Health Unit (Public Health)	Aug-22	2027	
Public Health – Corporate Operations	Feb-25	2030	
Infrastructure and Environment			
Office of the Director General			
Head Office	Jan-25	2030	
Natural Environment Group			
Animal Health and Welfare (Veterinary)	Jul-24	2029	
Jersey Met	Jul-24	2029	
Biosecurity	Aug-24	2029	
Marine Resources	Dec-24	2029	
Land Resources Management	Jul-24	2029	
Sustainability and Climate Change Engagement	Jan-24	2029	
Regulation			
Development and Land	Aug-24	2029	
Environmental and Consumer Protection	Jul-24	2029	
Land Controls	Jul-24	2029	
Driver and Vehicle Standards	Dec-23	2028	

Appendix A

Department/Section	Last Sign Off	Next Review Due	Notes
Infrastructure and Environment			
Operations and Transport Group			
Engineering and Development, Highways and Transport	Dec-22	2027	
Operational Services	Mar-22	2027	
Technical Support Services	Mar-22	2027	
Solid Waste Disposal and Management	Sep-21	2026	
Liquid Waste Management	Mar-24	2029	
Parks and Gardens	Mar-22	2027	
Jersey Fleet Management	Dec-23	2028	
Property and Capital Projects Group			
Property Holdings	Nov-24	2029	
Markets	Nov-24	2029	
Sport Operations			
Sport	Jan-24	2029	
Judicial Greffe			
Magistrates & Petty Debts Court	May-15	2020	
Samedi Division	May-15	2020	
Public Registry	May-15	2020	
Family Division	May-15	2020	
Master	May-15	2020	
Probate	May-15	2020	
Court of Appeal	May-15	2020	
Employment Tribunal	May-15	2020	
Administration Services	May-15	2020	
Jersey Legal Information Board	May-15	2020	
Finance	May-15	2020	

Appendix A

Department/Section	Last Sign Off	Next Review Due	Notes
Justice and Home Affairs			
HA Directorate	Feb-25	2030	Draft schedule for OSIR currently under review.
Customs & Immigration - Mgt	Oct-24	2029	
Customs & Immigration - Passports	Oct-24	2029	
Customs & Immigration - Immigration	Oct-24	2029	
Customs & Immigration - Revenue and Goods Control	Oct-24	2029	
Customs & Immigration - Administration	Feb-25	2030	
Customs Administration	Oct-24	2029	
Customs & Immigration - Officer Safety	Oct-24	2029	
Customs & Immigration - Training and Compliance	Oct-24	2029	
Customs & Immigration - Frontiers	Oct-24	2029	
Customs & Immigration - Investigations	Oct-24	2029	
Customs & Immigration - Intelligence	Oct-24	2029	
Fire & Rescue Service	Feb-25	2030	
HM Prison La Moya	Feb-25	2030	
Police inc.JMAPPA	Jan-25	2030	
Jersey Field Squadron	Sep-21	2026	
Health and Safety Inspectorate	Feb-25	2030	
Registrar's Office	Jun-19	2024	
Independent Prison Monitoring Board	Feb-25	2030	
Criminal Injuries Compensation Scheme	Feb-25	2030	

Appendix A

Department/Section	Last Sign Off	Next Review Due	Notes
Law Officers' Department	Jan-25	2030	
Parishes	May-21	2026	
Bailiff's Chambers	Jul-24	2029	
States Treasury and Exchequer			
Treasury and Exchequer	Jan-24	2029	
Revenue Jersey	Nov-24	2029	
Finance - Cashiers	Nov-24	2029	
Freedom of Information	Jun-23	2028	
Health and Safety	Sep-14	2019	
Office of the Lieutenant Governor	Nov-24	2029	
Receiver General	Jan-25	2030	
Bailiff's Chambers	Mar-17	2022	
States Greffe	Jan-24	2029	
Law Drafting Office	May-23	2028	
Viscount's Department	Jul-24	2029	

Appendix B

Public Records Transferred in 2024

Accession Number	Accession Description	Accession Date	Public Institution
JA/4183	Bel Royal School deposit. Includes: financial reports, newsletters, staff handbook, performance review, development plan, reception attendance registers, c2002-2012, old school policies 1992-2018	11/03/2024	Bel Royal School
JA/4193	Office of the Chief Executive additional deposit. Includes: Cabinet Office files relating to Corporate Management Board meetings, 2003-2018	07/03/2024	Cabinet Office
JA/4125	Cabinet Office additional deposit. Includes documents relating to planning studies, Bridging Island plan 2022, Housing, mapping, minerals and transport studies.	28/11/2024	Cabinet Office
JA/4192	Central Freedom of Information Unit (Treasury and Resources Department) additional deposit. Includes: responses to Freedom of Information requests, 2015-2022	01/03/2024	Central Freedom of Information Unit
JA/4312	Chief Ministers Department additional deposit. Includes official correspondence of Ian Gorst 2014-2018; incoming letters files of John le Fondré 2018-2022 and Kristina Moore 2022-2024	11/10/2024	Chief Minister's Department
JA/4325	Children, Young People, Education and Skills department additional deposit. Includes: Children's Service files	07/11/2024	Children's Service
JA/4176	Customer and Local Services department additional deposit of Governance Services records, 2017-2023	09/02/2024	Customer and Local Services Department
JA/4215	Customer and Local Services Department additional deposit. Includes: acceptable behaviour team records	10/04/2024	Customer and Local Services Department
JA/4225	Customer and Local Services Department additional deposit. Includes: Enforcement Team records	18/04/2024	Customer and Local Services Department
JA/4279	Customer and Local Services department additional deposit. Includes: Social Security annual reports and accounts, 1990-2016; Senator Philip Le Feuvre 'A Great Jerseyman' publication by the Social Security department	07/05/2024	Customer and Local Services Department
JA/4234	Customer and Local Services additional deposit. Includes: legal opinions, c1969-2014	13/05/2024	Customer and Local Services Department
JA/4292	Customer and Local Services department additional deposit. Includes: Housing Gateway statistics, 2024 [rolling accession]	04/09/2024	Customer and Local Services Department

Appendix B

Public Records Transferred in 2024

Accession Number	Accession Description	Accession Date	Public Institution
JA/4302	Customer and Local Services department additional deposit. Includes: Email updates from the Director of CLS to staff relating to Coronavirus, 2020-2021; 'Have You Heard' email updates, 2021-2024; other circular emails including relating to the Flu vaccination programme, emergency cash payments and La Motte Street, 2018-2021	23/09/2024	Customer and Local Services Department
JA/4309	Customer and Local Services department additional deposit of Governance Team records. Includes Back To Work Ministerial Task Force PowerPoint presentations, 2013-2013; Get People Into Work Ministerial Task Force PowerPoint presentations, 2013 2014	30/09/2024	Customer and Local Services Department
JA/4316	Customer and Local Services department, additional deposit of Chief Officer's digital records. Includes: Goals UK Work Matters and ALX Training; Leases on other buildings; Tender to supply employability training, all 2013	10/10/2024	Customer and Local Services Department
JA/4314	Customer and Local Services department additional deposit. Includes: Microfilm strips, reels, microfiche and gold CDs containing social security contributions employment earnings record information dating from 1975 to 1991	15/10/2024	Customer and Local Services Department
JA/4322	Customer and Local Service department additional deposit of Back to Work files. Includes records relating to: incentives and guidelines, 2016-2022; Enablement fund guidelines, 2013-2017; client information, 2014-2023; general filing, 2013-2023	16/10/2024	Customer and Local Services Department
JA/4181	Strategic Policy, Planning and Performance additional deposit. Includes: public policy documentation	28/02/2024	Department for Strategic Policy, Planning and Performance
JA/4231	Strategic Policy, Planning and Performance additional deposit. Includes: Medical Officer of Health records c2009-2019, various records including some relating to the Independent Jersey Care Inquiry and pandemics	10/05/2024	Department for Strategic Policy, Planning and Performance
JA/4346	Cabinet Office, Strategic Policy Planning and Performance additional deposit of Children and Young People's Plan, 2019-2023, and Children, Young People and Families Plan, 2024-2027	13/12/2024	Department for Strategic Policy, Planning and Performance
JA/4328	Department for the Economy additional deposit. Includes: Financial Services papers regarding charities, trusts, Jersey Heritage, sustainable finance, law drafting and various other matters; Economy papers regarding Covid, Financial Services, Memorandum of Understanding with Antigua and Barbuda, and Rural and Marine Economy	18/11/2024	Department for the Economy
JA/4337	Department for the Economy additional deposit. Includes: Jersey Innovation Fund (JIF) advisory board minute book, 2014-2017; Jersey Investment Fund advisory board handbook, 2013-2016	09/12/2024	Department for the Economy
JA/4233	Children, Young People, Education and Skills department additional deposit of CLA (Children Looked After) files from La Passerelle School	10/05/2024	Education Department

Appendix B

Public Records Transferred in 2024

Accession Number	Accession Description	Accession Date	Public Institution
JA/4240	Children, Young People, Education and Skills department additional deposit of LAC (Looked After Children) files c1996-2007	20/05/2024	Education Department
JA/4280	Children, Young People, Education and Skills department additional deposit of LAC (looked after children) files and Inclusion & Early Intervention files, c2000-2017	14/08/2024	Education Department
JA/4281	Children, Young People, Education and Skills department additional deposit of CDs and DVDs containing various video recordings and photographs, c1991-2009	14/08/2024	Education Department
JA/4350	Employment, Housing and Social Security department (EHSS, formerly CLS formerly Social Security) additional deposit of Governance documents, 2014-2024	29/11/2024	Employment, Housing and Social Security Department
JA/4351	Employment, Housing and Social Security department (EHSS, formerly CLS formerly Social Security) additional deposit of Governance documents, 2014-2024	20/12/2024	Employment, Housing and Social Security Department
JA/4198	Hautlieu School additional deposit. Includes: 3 audio tapes: opening of the school, 1 hour; 25th anniversary speech day, 6th October 1977; one unlabelled	13/03/2024	Hautlieu School
JA/4266	Hautlieu School additional deposit. Includes School magazines and 14+ prospectus, 2023-2024	04/07/2024	Hautlieu School
JA/4267	Hautlieu School additional deposit. Includes photographs, literature anthologies and material relating to anniversaries	04/07/2024	Hautlieu School
JA/4300	Hautlieu School additional deposit of a photograph of school visit to Bayi School, China, 05/07/2015	05/09/2024	Hautlieu School
JA/4318	Hautlieu School additional deposit. Includes: agenda and minutes for Highlands/Hautlieu liaison meetings, 2018-2020	10/10/2024	Hautlieu School
JA/4348	Hautlieu School additional deposit. Includes: 14 plus prospectus, 2024-2025	13/12/2024	Hautlieu School
JA/4349	Hautlieu School additional deposit of Board of Governors meetings packs including agendas, minutes and supporting documents, 2008-2020	19/12/2024	Hautlieu School
JA/4213	Health and Community Services additional deposit. Includes: Jersey General Hospital Theatre registers, c2007-2017	15/04/2024	Health and Community Services Department

Appendix B

Public Records Transferred in 2024

Accession Number	Accession Description	Accession Date	Public Institution
JA/4241	Health and Community Services additional deposit. Includes: corporate and committee records, critical care unit records, investigation archive, Obs and Gynae Committee records, Sycamore day and night records, complaints, maternity anaesthesia records, various other records	24/05/2024	Health and Community Services Department
JA/4259	Health and Community Services additional deposit. Includes documents relating to the inquiry carried out following the death of an individual, 2008-2010	24/05/2024	Health and Community Services Department
JA/4275	Health and Community Services additional deposit. Includes: Day Surgery Unit theatre registers, 2010-2015	30/07/2024	Health and Community Services Department
JA/4170	Infrastructure and Environment department additional deposit. Includes: Planning and building files [planning application files, c2012 onward - listed buildings and buildings in public ownership]	25/01/2024	Infrastructure, Housing and Environment Department
JA/4303	Infrastructure, Housing and Environment Department, Natural Environment section. Initial deposit includes: climate change engagement records, 2018-2019	06/09/2024	Infrastructure, Housing and Environment Department
JA/4291	Jersey Care Commission additional deposit. Includes: Annual snapshot of registers and register of care services, 2024	04/09/2024	Jersey Care Commission
JA/4173	Jersey College for Girls additional deposit of historic material relating to the school	29/01/2024	Jersey College for Girls
JA/4283	Jersey College for Girls additional accession. Includes: timetables, weekly notices, and staff briefings, September 2023-July 2024	07/08/2024	Jersey College for Girls
JA/4217	Jersey Fire and Rescue Service additional deposit. Includes: fire investigation files, c1976-2024	22/04/2024	Jersey Fire and Rescue Service
JA/4157	Jersey Heritage Trust additional deposit of roll of Elizabeth Castle plans. Includes: States Engineers Office Site Plan, 1/500 feet, 1957; Elevation of Garrison Stores, 1972 by Nixey Quantity & Building Surveyors; States Engineers Elevation of Governor's House, 1948; Department of Public Works Elevation of Barrack Room Block, 1976	04/01/2024	Jersey Heritage Trust
JA/4161	Jersey Heritage Trust additional deposit: manuscript entitled 'Noor Jehan by R G Davies Esquire', dated 14 July 1852	11/01/2024	Jersey Heritage Trust
JA/4210	Jersey Heritage Trust additional deposit: Includes digital copy of a display board from Mont Orgueil Castle listing names of Jersey and English men who fought in defence of the castle 1337-1339, possibly created c2004	27/03/2024	Jersey Heritage Trust
JA/4256	Jersey Heritage additional deposit of 3 maritime documents originally accessioned into the Jersey Museum collections in 1979: Dimensions of new ship 'Revenue' of Jersey; List of shares for ship 'Hudson'; letter dated 16/03/1863 to 'Mr Ouless' describing the rigging of a ship to be painted	14/06/2024	Jersey Heritage Trust

Appendix B

Public Records Transferred in 2024

Accession Number	Accession Description	Accession Date	Public Institution
JA/4265	Jersey Heritage Trust additional deposit of files from the Design department Macintosh computer	16/07/2024	Jersey Heritage Trust
JA/4308	Jersey Heritage Trust additional deposit. Includes: posters for exhibitions in the Link Corridor Gallery at Jersey Museum; photographs of exhibits at number 9, Pier Road; digital media containing files from various past projects (to be weeded)	16/07/2024	Jersey Heritage Trust
JA/4317	Jersey Heritage Trust additional deposit. Includes: oral history recordings made by the Sites Curator on subjects including farming, tomato and daffodil growing, and the German Occupation, January-August and December 2024	03/09/2024	Jersey Heritage Trust
JA/4340	Jersey Heritage additional deposit. Includes visitor comments books for: Jersey Museum, 2022; Hamptonne, 2017-2022; La Hougue Bie, 2017-2021; Elizabeth Castle, 2020-2022	09/12/2024	Jersey Heritage Trust
JA/4165	Jersey Meteorological Office Collection additional deposit. Includes: examples of hand plotted, hand analysed and blank charts used by the Met Office from the 1950s to the early 1990s; 3 ledgers of wave date from analysed Datawell recorder charts c1976-1986	16/01/2024	Jersey Meteorological Office
JA/4177	Judicial Greffe additional deposit. Includes: Wills of Moveable Property, 2015-2019	15/10/2024	Judicial Greffe
JA/4190	Health and Safety at Work Inspectorate additional deposit. Includes prosecution files, accident files, c2015-2018 (includes CDs)	07/03/2024	Justice and Home Affairs Department
JA/4216	Justice and Home Affairs department deposit. Includes: various directorate files, c1998-2014	22/04/2024	Justice and Home Affairs Department
JA/4296	Justice and Home Affairs department deposit. Includes: committee meeting minutes, 2004-2005; various management files, reports and correspondence, c1999-2016	22/04/2024	Justice and Home Affairs Department
JA/4324	Justice and Home Affairs additional deposit. Includes: files relating to logs of personal effects from the site of the Haut du Mont explosion (Operation Spire)	04/11/2024	Justice and Home Affairs Department
JA/4180	Office of the Lieutenant Governor additional deposit. Includes: file relating to potential visit of King Charles III, dated 2023	26/02/2024	Office of the Lieutenant Governor
JA/4329	Official Analyst's Department deposit. Includes: Gas Examiners Papers, 1923-1950s; Food & Milk Analysis and Prosecutions, 1940s; various Sample Reports and Background Papers, 1970-1979	22/11/2024	Official Analyst's Department
JA/4336	St Mary's Parish Church register of marriages, 2003-2018	06/11/2024	Parish Church of St Mary

Appendix B

Public Records Transferred in 2024

Accession Number	Accession Description	Accession Date	Public Institution
JA/4285	Parish of St Brelade additional deposit. Includes: Approved rates list for 2024	09/08/2024	Parish of St Brelade
JA/4260	Parish of St Helier additional deposit. Includes: Registre de Police, 17/12/1942 - 26/02/1945	25/06/2024	Parish of St Helier
JA/4286	Parish of St Helier additional deposit. Includes: Register of persons who have obtained a hawker's licence applicable to the Island of Jersey, 1998-2013	21/08/2024	Parish of St Helier
JA/4254	Parish of St Saviour additional deposit. Includes approved rates list, 2024. Includes names of properties and rateable value in quarters	14/06/2024	Parish of St Saviour
JA/4301	Parish of St Saviour additional deposit. Includes: Electoral list, September 2023	02/09/2024	Parish of St Saviour
JA/4305	Planning and Environment department additional deposit. Includes: Index maps of Jersey 1:2500, c2003	27/09/2024	Planning and Environment
JA/4242	Ports of Jersey additional deposit (hard drive)	24/05/2024	Ports of Jersey
JA/4268	Ports of Jersey additional deposit. Includes: Jersey Shipping Register files, c1923-1974	19/07/2024	Ports of Jersey
JA/4331	Ports of Jersey additional deposit. Includes: Jersey Shipping Register volumes 7-22, 1930-2024	19/07/2024	Ports of Jersey
JA/4273	Ports of Jersey additional deposit. Includes: media releases, 2017-2023	12/08/2024	Ports of Jersey
JA/4341	Ports of Jersey additional deposit of various Shipping Registry volumes, c1856-2012	12/12/2024	Ports of Jersey
JA/4274	Ports of Jersey additional deposit. Includes: media releases, 2024 (rolling accession)	12/08/2024	Ports of Jersey
JA/4347	Public Health Committee file regarding the establishment of the Mental Health Tribunal, 1972 (and one document 2022)	13/12/2024	Public Health Services
JA/4232	St John's School additional deposit. Includes: management documents 2018-2020; photographs 2022-2023	10/05/2024	
JA/4327	St John's School additional deposit. Includes photographs, DVDs and VHS cassettes	15/11/2024	St John's School
JA/4195	St Martin's School additional deposit, includes: leavers assemblies, school production CDs, photographs, c2006-2021	12/03/2024	St Martin's School
JA/4159	Rolling accession for Government of Jersey internal communications & press/media releases distributed via the States Intranet, 2024	11/01/2024	States Greffe

Appendix B

Public Records Transferred in 2024

Accession Number	Accession Description	Accession Date	Public Institution
JA/4169	States Greffe additional deposit. Mainly includes files relating to the drafting of legislation, c2010s	10/01/2024	States Greffe
JA/4293	States Greffe additional deposit. Includes: audio recordings of States of Jersey sittings, August 1989 - April 2005; volumes of ministerial decisions, c2005-2023	02/09/2024	States Greffe
JA/4298	States Greffe additional deposit. Includes various electronic files, including: Projets, Reports, Statements, Scrutiny Reports, States Minutes, Order Papers, and Hansard, c2014-2023	18/09/2024	States Greffe
JA/4179	Jersey Fire and Rescue Service additional deposit, includes; fire safety and various other records, c1949-2015	22/02/2024	States of Jersey Fire and Rescue Service
JA/4282	States of Jersey Police additional accession. Includes: Operation Rectangle files	16/08/2024	States of Jersey Police
JA/4229	Statistics Jersey additional deposit. Includes: Islands Outcome Indicators, c2018-2024	03/05/2024	Statistics Unit
JA/4270	Statistics Jersey [Jersey Statistics Unit] additional deposit. Includes performance measures for Government of Jersey departments, 2022	19/07/2024	Statistics Unit
JA/4188	Superintendent Registrar additional deposit. Includes various historic items and photographs, some relating to the Office of the Superintendent Registrar at the Royal Square	05/03/2024	Superintendent Registrar
JA/4214	Superintendent Registrar additional deposit. Includes: St Helier birth, marriage and death registers, 1842-c1920	17/04/2024	Superintendent Registrar
JA/4227	Superintendent Registrar's Office additional deposit. Includes: various original birth, death and marriage registers, c 1849-1930	03/05/2024	Superintendent Registrar
JA/4338	Trading Standards Department additional deposit. Includes: posters and letter relating to single-use plastic and reusable bags, 2022	09/12/2024	Trading Standards Department
JA/4203	Treasury and Exchequer Department additional deposit. Includes: States of Jersey accounts, 1980-2020; Business Plans 2007-2012; Budgets, 1980-2019; Medium Term Financial Plans, 2016-2019; Resource Plans, 2001-2009	22/03/2024	Treasury and Exchequer Department
JA/4235	Treasury and Exchequer Department additional deposit. Includes:	17/05/2024	Treasury and Exchequer Department
JA/4315	Treasury and Exchequer department additional deposit of Treasury and Investment Management section files. Includes: Parish of St Helier infrastructure loan, 2014; Parish of Trinity, 1999-2017; Queens Road landslide, 1996-2017; files relating to a hearing involving a named individual, 1997-2014	30/10/2024	Treasury and Exchequer Department

Appendix B

Public Records Transferred in 2024

Accession Number	Accession Description	Accession Date	Public Institution
JA/4330	Treasury and Exchequer additional deposit of Revenue Jersey documents relating to taxation, c1937-2012	20/11/2024	Treasury and Exchequer Department
JA/4238	Victim Support Jersey records, 2001-2022	16/05/2024	Victim Support Jersey
JA/4163	Viscount's department additional deposit. Includes: sudden death files 2006, 2009-2010, 2013-2014; inquest files 1996 & 2001; bodies into and out of the island 1997-2009; regulations and orders, 1966-2012 (may not be inclusive); vue de vicomte, 1992-2001; prisoner transfer 1968-2008 (may not be inclusive)	18/01/2024	Viscount's Department
JA/4178	Viscount's department additional deposit. Includes: files relating to insolvency, bankruptcy, desastre	15/02/2024	Viscount's Department
JA/4189	Viscount's department additional deposit. Includes: files relating to insolvency, bankruptcy, desastre	11/03/2024	Viscount's Department
JA/4208	Viscount's department additional deposit. Includes: insolvency and desastre records, 1990-1994	27/03/2024	Viscount's Department
JA/4218	Viscounts department additional deposit. Includes: Insolvency files, 1994-1996	16/04/2024	Viscount's Department
JA/4253	Viscounts department additional deposit. Includes: Insolvency files, c1977-2000 (& one 1969); inquest folders, mostly not dated; enforcement team records c1860-2003	14/06/2024	Viscount's Department
JA/4257	Viscounts department additional deposit. Includes: Insolvency files, c1977-2003	19/06/2024	Viscount's Department
JA/4264	Viscounts department additional deposit. Includes: Insolvency files, c2005-2009	16/07/2024	Viscount's Department
JA/4278	Viscounts department additional deposit. Includes: insolvency files, 2003-2014 and some miscellaneous files 1929-2010	01/08/2024	Viscount's Department
JA/4311	Viscounts departments additional deposit. Includes: Coroner's records, 1990s	08/10/2024	Viscount's Department

Appendix C

Key Performance Indicators

Indicator	2022 Result	2023 Result	2024 Forecast	2024 Result	2025 Forecast	Comment
Number of new collections (public and private records) accessioned	169	137	140	185	150	<p>The transfer of public records in both physical and digital format increased in 2024 with 105 collections of public records being transferred compared with 64 in 2023. This is partly due to the movement of several GoJ departments to the new building in Union Street.</p> <p>Transfers of private collections are slightly higher than 2023 with 80 private donations and deposits compared to 73 in 2023.</p> <p>2025 forecast reflects the continuing transfer of public records to the new strongrooms at the archive, the impact of the compliance audit and the completion of the move to the new GoJ building.</p>
Cubic measurement of new collections accessioned	29.2 cubic metres	44.6 cubic metres	40 cubic metres	66.5 cubic metres	35 cubic metres	<p>The transfer of 66.5 cubic metres of archival material in 2024 includes 20 cubic metres of records from the States Greffe. The high cubic measurement also reflects the move to the new GoJ building.</p> <p>2025 forecast is based on material that has been identified for transfer during the year from States of Jersey Police, States Greffe and Viscount's Department.</p>
Digital measurement of new collections accessioned	93 GB	47 GB	50 GB	65 GB	65 GB	<p>2024 total included just over 13,000 digital files. This is a significant increase on the 2,869 electronic files transferred in 2023.</p> <p>2025 forecast assumes a similar level of digital collecting, however this could increase if a large collection of digital images/film/sound is transferred.</p>
Time until Jersey Archive is full	28 years	26 years	24 years	24 years	22 years	<p>2025 forecast takes into account collections that are ready to transfer and assumes a total transfer of 50 cubic metres of records.</p> <p>Time is calculated on an average of 25 cubic metres per year.</p>
Newly catalogued records available online	36,497	34,465	35,000	33,863	35,000	<p>2024 figures show the impact of processing 66 cubic metres of records arriving at the Archive, over 50% more the amount transferred in 2023.</p> <p>2025 forecast recognises that continued transfer of large volumes of material to the Archive is likely to continue to cause pressure on staff cataloguing hours.</p>
Number of retention schedules in place	201	183	183	173	173	<p>Government of Jersey reorganisation has led to the merging of some schedules into larger documents covering the work of a number of sections.</p> <p>No significant changes to GoJ departments are known in 2025.</p>

Appendix C

Key Performance Indicators

Indicator	2022 Result	2023 Result	2024 Forecast	2024 Result	2025 Forecast	Comment
Number of retention schedules reviewed	37	25	27	55	30	55 schedules were reviewed and signed off in 2024. This represents a significant amount of work both for the Archive team and public institutions. 2025 forecast reflects the number of schedules due for 5 year review in 2025 and prior to this date (see appendix A).
Public Access to Jersey Archive – days open per year	206	204	207	207	206	2024 opening was as scheduled. 2025 forecast reflects scheduled opening.
In-person visits to Jersey Archive	2,126	2,414	2,200	2,538	2,500	2024 figures show steady in person use of the Archive. This includes number of family history tourists. 2025 forecast reflects the balance between in person and online use.
Online catalogue visits	317,397	339,016	340,000	350,741	350,000	2024 figures show the continued importance of online use of archive material. 2025 forecast expects a maintained level of online use.
Distance enquiries	2,417	2,702	2,500	3,084	3,000	2024 figures show a significant increase in enquiries with 390 of these coming directly from Government Departments. 2025 forecast assumes this trend will continue.
Attendance at Archive talks	717 in person 147 listened live 1149 listened at a later date	1,223 in person	1,200	2,176 1,999 listened online at a later date	2,000	2024 figures show strong attendance at the Your Home, Your Story talks and a significant increase in the education programme at the Archive with focused workshop weeks. 2025 forecast reflects a similar talk programme to 2024 and continued education focused programme.

Appendix D

Archive Funding

Jersey Heritage receives an annual grant from the Government of Jersey to run a wide range of services including the provision of an archive. Jersey Archive is an integral part of Jersey Heritage and the public of Jersey benefit from the overall synergies between the provision of archive, historic environment and museum services. Synergies include central support services across the organisation such as buildings

maintenance, collections management, finance and human resources. As a result of these shared central costs it is difficult to give a definitive stand-alone figure which reflects the exact cost of running the Jersey Archive service. However, the table below gives an indication of spend in different areas of the archive services operations.

Area	2022 Actual Spend	2023 Actual Spend	2024 Actual Spend
Building Maintenance – Jersey Archive	£61,868	£94,453	£29,951
Conservation, Preservation and Packaging Materials	£32,422	£39,040	£39,046
Digital Preservation System	£22,597	£49,000	£94,331
Digitisation of Records (inc. purchase of A0 flat bed scanner in 2022)	£59,265	£21,429	£18,886
Disaster Planning	£924	£1,063	£910
Documentation and online development	£16,765	£8,494	£8,447
Gardening and Cleaning	£16,743	£8,494	£15,154
Heat, Light and Water	£31,231	£68,414	£81,898
Interpretation, Public Services and Support Costs	£10,079	£9,030	£6,552
Permanent Staff (Social security and pension costs have been included for 2023 and 2024)	£675,696	£762,677	£818,110
Security	£3,310	£7,301	£9,133
Events	£5,241	£4,220	£2,046
Total	£747,148	£939,414	£1,127,464

This table does not include IT, telephones and computer support costs, insurance and rates and training costs which are all held centrally.

Archives sit at the heart of our
collective understanding: who we are,
where we came from, and, indeed,
where we are going.

Archives Unlocked, The National Archive

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