
STATES OF JERSEY



PUBLIC RECORDS (JERSEY) LAW 2002: REPORT ON THE WORK OF THE JERSEY HERITAGE TRUST AND THE STATES ARCHIVIST DURING 2009

**Presented to the States on 3rd August 2010
by the Minister for Education, Sport and Culture**

STATES GREFFE

REPORT

Introduction

Under the Public Records (Jersey) Law 2002 (“the Law”) the Archivist is required to provide an annual report to the States of Jersey. The 2009 annual report gives details of the assessment of the Jersey Archive against national standards, the care of and access to public records, legislative work, records management work and work undertaken as part of the Children’s Care Home Inquiry.

National Standards

In July 2009 the Jersey Archive submitted an annual return to The National Archive self-assessment performance programme which was established in 2007. The programme assesses each archive against The National Archive Standard for Records Repositories with the intention of providing a ‘measure of overall service quality.’

The results of the self-assessment allow archive services and their stakeholders to make year-on-year comparisons and also to compare their level of service with other archives in the UK.

The 2008/2009 results for Jersey Archive were as follows –

Section scores are:	2007/8	2008/9	2008/9 position*
Section 1: Governance	67.5%	78.5%	Top 11%
Section 2: Collection and Documentation	73.5%	72.5%	Top 14%
Section 3: Access and the User Experience	43.5%	56.5%	Bottom 48%
Section 4: Preservation	78.5%	79%	Top 17%
Section 5: Buildings, Security and the Environment	84.5%	84%	Top 9%
Overall:	66.5%	72%	Top 20%

*Position compared to 114 other archive services in the U.K.

Key areas of change

The two key areas of improvement between the 2007/8 and 2008/9 self-assessment results were in the sections of Governance and Access and the User Experience.

Governance

The employment of a Records Assistant under the Children’s Care Home Inquiry has increased Jersey Archive’s scoring in the questions relating to total staffing numbers and budget increases.

In 2008, specific annual plans were introduced for Jersey Archive and the submission of the 2008 annual plan annotated with objectives achieved led to higher scores in this area. The revision and development of policies in 2008 and 2009 also contributed to an increase in points in the Governance section.

Access and the user experience

This section is divided into questions around the user experience at the Archive, the provision of access to archival material through in-person visits to the building and outreach activities in the community. Jersey Archive scores very highly in sections that relate to the user experience and service at the Archive, but these scores are pulled down by opening hours, access and outreach projects.

In 2008/2009 the success of projects such as the 'What's Your Story?' campaign and the Les Quennevais Family Trees exhibition has led to a 13% increase in our score in this area.

Areas for improvement in 2010

Within current resources it would be difficult to anticipate that any major improvements could be made to these results in 2010. Indeed, it is possible that the slight downward trend in the collection and documentation section will continue if Jersey Archive is unable to tackle the current cataloguing backlog.

Without significant increases in opening hours and the ability to devote more staff resources to community, education and outreach projects, the Jersey Archive will continue to perform at a level below the National average in the access and the user experience section of the assessment.

Archival Public Records

In 2009, 48 new collections from official bodies were transferred to the Jersey Archive under the Law. These collections contained over 6,500 individual items. All new collections have been fully accessioned, assessed by the Archive Conservator and placed in the strong-rooms at the Jersey Archive to await cataloguing.

In 2009, 25 cubic metres of records were transferred to the Archive. If transfers continue at this rate, the Jersey Archive repository will be full by 2017. The amount of cubic metres transferred has fallen slightly in 2009 from the 28 cubic metres transferred in 2008. The Archivist expects that this slight fall in cubic metres transferred will continue over time, as many institutions have now deposited their older records and many future transfers will be made in a digital format. Space in the Jersey Archive repositories will continue to be monitored on an annual basis.

Please see the attached Appendix for a full list of public records accessioned in 2009.

Cataloguing

The Jersey Archive currently holds over a quarter of a million public records, of which 70% are fully catalogued and accessible for members of the public to research. The remaining 30% are waiting to be catalogued before they can be made available to the public. With current staffing levels, this represents a 21.8 year cataloguing backlog, an increase of 0.4 years on the backlog of 2008.

In 2009 6,995 items were catalogued by staff, representing an increase of 40% on the number of items catalogued in 2008. This increase is due to the help of a student

volunteer and a newly implemented cataloguing programme which focuses staff resources on cataloguing once each week.

In 2009, 7,978 new items (both public and private records) were accessioned. These statistics show that with current staff levels the cataloguing backlog will continue to grow on an annual basis.

Public records currently held at the Jersey Archive are kept in an environmentally controlled secure strong-room which is monitored for temperature and humidity by the Conservator on a daily basis.

In 2009 the Conservator spent 226 hours ensuring that all public records arriving at the archive were cleaned and repackaged. The Conservator is also responsible for a programme of conservation of badly damaged items. In 2009, due to a reduction in the Conservator's hours, this work was outsourced and an external firm repaired 21 items. The archive currently holds 468 items in an unusable condition that are in need of active conservation work.

Each year the Jersey Archive completes a stock-take to ensure that public records are located correctly in the strong-rooms and that none have been misplaced during the year. In 2009, approximately 50,000 records were checked in stock-taking week, one was misplaced and is currently being searched for, the rest have been found to be in the correct locations.

Public access to Records

In 2009, the Jersey Archive was open to the public on 161 days of the year and 3,398 readers made use of the facilities. The Archive also provides access to public records through its online catalogue and enquiries service. In 2009, staff answered 1,267 written enquiries by letter or e-mail. The catalogue received a total of 88,000 visits, with over 10,400 visitors searching the archives for over 20 minutes.

In 2009, the Jersey Archive took part in the Public Services Quality Group of the National Council on Archives' survey of visitors to U.K. archives. The survey is completed over a 2 week period and asks members of the public to rate the services provided by each archive.

Jersey Archive performed well when compared against other archives in the UK, with the overall service provided rated by 69.5% of the public in the highest 'very good' category against the National average of 54.7%.

In common with previous visitor surveys, the public identified the opening hours of the Jersey Archive as the area in which they would like to see the most improvement, with 84.5% of respondents selecting opening hours when answering the question: 'Which areas is it most important for this archive to improve?'. 43.4% of members of the public answering the survey placed the archive in the lowest 'poor' or 'very poor' categories when asked about opening hours.

The need for increased public access to the records at the Jersey Archive has been highlighted in previous annual reports to the States. The findings of the National Archive self-assessment, the Public Services Quality Forum and the popularity of the

12 open Saturdays throughout 2009 has shown that the Archive still needs to improve in this area to meet national standards and public expectation.

Closed Records

Under the Public Records Law, any information produced by a public body is closed to public access for 30 years unless it has been previously available, e.g. published reports. The Records Advisory Panel, appointed under the Law, has the ability to approve recommendations from the Archivist for longer closure periods on records of a sensitive nature, e.g. Children's Services or Hospital records.

In 2009, the Archivist reviewed 43 record series that are currently closed to public access for over 30 years. Recommendations on closure periods were discussed with public institutions and approved by the Records Advisory Panel at their quarterly meetings.

In November 2009 the Archivist reviewed 205 files that, after closure periods of 30, 75 and 100 years, were due to be opened to public access in January 2010. After review and consultation with the public bodies that created the records, the Archivist recommended that 201 files be opened to public access on 1st January 2010 and 4 files should be closed for longer periods of time. Three additional closures were made under Article 31(5)(a) of the Public Records Law – unwarranted invasion of the privacy of an individual – and one under Article 31(5)(r) of the Law – prejudice the consideration of any matter relating to immigration, nationality, consular or entry clearance cases. The Records Advisory Panel agreed these recommendations on 14th December 2009.

Legislative work

The Archivist attended meetings concerning draft Freedom of Information legislation with officers and members of the Privileges and Procedures Committee (PPC) throughout 2009. As a result of these meetings, the Archivist consulted with The National Archive, Information Policy Consultant and Data Protection Officer and made recommendations to PPC in response to a White Paper circulated for comment in October 2009.

Records management

In 2009, the Archivist produced an appraisal policy for Jersey Heritage. The appraisal policy is a key document in the Archive's work with modern records under the Public Records Law. Effectively through appraisal it is decided which records should be kept and for how long to meet the requirements of the organisation, government accountability and the expectations of researchers and other users of records. The policy outlines the process of appraisal and allows States administrations and members of the public to see the guidelines that archive staff use when deciding whether or not to preserve modern records for future generations.

Many States administrations now store key archival records, such as admission registers, land transactions and Royal Court registers in a digital format. Our digital heritage is at risk of being lost to posterity. Contributing factors include the rapid obsolescence of hardware, software and storage media and a lack of preservation

strategies. Jersey Archive already holds some computer tape from public institutions from the 1960s/1970s that is unreadable due to hardware obsolescence.

In response to this issue, the Archivist has produced a digital preservation policy which aims to preserve and provide continued access to digital material and to advise depositors of the process and format for transfer of archival digital records to the Jersey Archive.

Appraisal of records leads to the production of retention schedules for departments to follow. In order to comply with the Law, signed-off schedules should be agreed with the Archivist and put in place in each administration. In 2009, the Archivist has continued to work with administrations to ensure that schedules are compiled and signed off. This is, however, a time-consuming task; and with current resources at the Jersey Archive, it will take several years to put in place. In 2009, the Archivist agreed signed-off retention schedules with 2 public institutions and put in place a generic retention schedule for all 12 parishes.

Records Advisory Panel

The Records Advisory Panel met on 4 occasions in 2009. In December 2009 the terms of the original Panel members expired. Recruitment for new Panel members was managed by Jersey Heritage in conjunction with Education, Sport and Culture and with the advice of the Appointments Commission. On 11th December 2009, the new Panel members were sworn in and held their first meeting on 14th December.

The Archivist wishes to thank both the retiring and current members of the Records Advisory Panel and the staff at Jersey Heritage for their support in 2009.

Children's Care Home Inquiry

In May 2008, the Archivist was asked by the Chief Minister's Department to prepare a paper outlining additional resources required to secure historic information for a potential Committee of Inquiry into Children's Care Homes. In September 2008, the request for additional resources went before the States of Jersey and a Service Level Agreement was signed in December. Under the agreement, Jersey Heritage has agreed to appraise, catalogue and index records from key departments over a 2 year period. A member of staff has been appointed to assist with this work.

In 2009, the Archivist and Records Assistant have appraised over 6,400 files from key departments identifying any links to Children's Care Homes and making recommendations for disposal. Nearly 3,000 records have now been transferred to the Jersey Archive. The Records Assistant has continued to answer departmental and Police enquiries throughout 2009.

2010

In 2010 the Archivist plans to continue to work with States Administrations to produce signed-off retention schedules. At current staffing levels, the Archivist aims to produce 3 signed-off schedules by the end of the year. Archive staff will also continue to work under the Children's Homes SLA to appraise and identify records in key departments.

The Archivist will continue to highlight the need for greater staffing resources to enable Jersey Heritage to carry out its functions under the Public Records Law and to meet The National Archives Standard for Records Repositories.

Conclusion

The 2008 Archivist's report to the States of Jersey highlighted recommendations made by Dr. Norman James of The National Archive who visited the Jersey Archive to assess the service against BS5454: Recommendations for the storage and exhibition of archival documents (2000) and the wider-ranging Standard for Records Repositories (2004).

Dr. James' conclusion that: 'The Trust is conducting archival operations efficiently, but there is a growing gap between the responsibilities imposed on the service and its ability to meet them within the current financial settlement.' is still true at the end of 2009.

Dr. James' key recommendations, made in September 2008, are also still applicable –

- That the proper implementation of the Public Records (Jersey) Law 2002 is impossible with current staffing levels.
- That public access be improved and the cataloguing backlog stabilised through a package of measures, ideally moving back to the previous staff establishment of 11.
- That an infrastructure of departmental information managers within each States administration and the appointment of a permanent records manager on the staff of the Jersey Archive is imperative if the Archive is to carry out its duties under the Law.

Despite the improvements made by Jersey Archive in The National Archive self-assessment of 2009, the fundamental issues of cataloguing backlogs, public access and implementation of records management still remain unanswered.

Without the resources to increase public access through opening hours and a reduction in the cataloguing backlog, we are not responding to the needs of present and future members of the public who wish to have access to archival material. We also risk the continued preservation of our written cultural heritage through a lack of resources for records management.

Head of Archives and Collections
Jersey Heritage
1st March 2010

APPENDIX

List of Public Records transferred to Jersey Archive in 2009

Public Institution	Accession Number	Accession Description
Chief Minister's Department	JA/1583	Chief Minister's Department additional deposit, includes: filing relating to Jersey's relationship with the European Union, Home Office meetings, international relations and nuclear energy, c. 1970–2002
Children's Service	JA/1654	Brig-y-Don Collection, includes: minutes, accounts, reports, admission cards, newspaper cuttings, photographs and plans, c. 1932–2009
Customs and Immigration Service	JA/1531	Customs and Immigration Service additional deposit, includes: case files of smuggling, c. 1960s–1980s
d' Auvergne School	JA/1538	d' Auvergne School deposit, includes: St. Mark's School and La Pouquelaye School admission registers, c. 1947–2005
Economic Development Department	JA/1574	Economic Development Department Collection, includes: posters, sample tickets and publicity for the Channel Islands lottery, c. 1967–2000s
Education, Sport and Culture Department	JA/1557	Education, Sport and Culture Department additional deposit, includes: Public Instruction Committee minutes, c. 1946–1951
Education, Sport and Culture Department	JA/1602	Education Department additional deposit, includes: Don Westaway Council minutes, Children's Sub-Committee minutes, staff and pupil statistics, GCSE analysis, Jersey Instrumental Music Service, childminder and foster carer applications and reports on playschemes and nurseries, c. 1930–1998
Education, Sport and Culture Department	JA/1605	Education Department additional deposit, includes: files and photographs relating to clubs, youth clubs and associations, education reports to the States of Jersey, reports on foster children and parents, minutes of committees and newspaper cuttings, c. 1912–2003
Education, Sport and Culture Department	JA/1620	Education Department additional deposit, includes: ESC Directorate files and correspondence, minutes, reports and photographs, c. 1948–2005

Environment Division	JA/1520	Rural Economy additional deposit, includes: reports relating to the States Farm, imports and exports, various agriculture acts and the Island Development Plan, c. 1921–1980
Haute Vallée School	JA/1539	Haute Vallée School additional deposit, includes: St. Helier Boys' School and d'Hautrée School admission registers, c. 1952–1994
Hautlieu School	JA/1619	Hautlieu School Collection, includes: newspaper cuttings, photographs, log-books, visitor books, sports fixtures and results, punishment books, correspondence, plans, programmes, newsletters and magazines, c. 1930s–2000s
Hautlieu School	JA/1624	Hautlieu School, additional deposit of a CD of admission register information
Jersey College for Girls	JA/1632	Jersey College for Girls Collection, includes: filing and general correspondence relating to the school, c. 1960s–70s
Jersey Harbours	JA/1626	Jersey Harbour News magazine, summer/autumn 2009
Jersey Heritage Trust	JA/1534	Jersey Heritage Trust additional deposit, includes: JHT Director's Diaries, c. 1997–2003
Jersey Heritage Trust	JA/1581	Jersey Heritage additional deposit of sound recordings made during the Jersey Cow and Surfing oral history projects, c 2005–2009
Jersey Heritage Trust	JA/1586	Oral history recording and musical recording of Barbara Kendall Davies and photograph of a Victorian child, c. 19th century–2009
Jersey Heritage Trust	JA/1591	Jersey Heritage additional deposit of a sound recording of Stuart Abraham for the Surfing Oral History Project, c. 2009
Jersey Heritage Trust	JA/1599	Jersey Heritage additional deposit, includes: sound recordings of Christopher Davies and David Ferguson for the Surfing Oral History Project, c. 2009
Jersey Heritage Trust	JA/1608	Jersey Heritage additional deposit, includes: oral history recordings of David Gainsborough Roberts, Bridget Murphy and John Huelin, c. 2009
Jersey Post	JA/1662	Jersey Post publication relating to the stamps of 2009

Jersey Telecom	JA/1584	Jersey Telecom additional deposit, includes: telephone directories and photographs, c. 1924–1980
Jersey Telecom	JA/1616	Jersey Telecom directories for 2009
Jersey Tourism	JA/1543	Jersey Tourism additional deposit, includes: publicity material relating to Jersey, c. 2000s
Judicial Greffe	JA/1553	Judicial Greffe additional deposit, includes: legitimacy petitions and matrimonial files, c. 1949–2006
Judicial Greffe	JA/1558	Judicial Greffe additional deposit, includes: Orders in Council, c. 1980–2006
Judicial Greffe	JA/1606	Judicial Greffe additional deposit, includes: matrimonial case files, c. 1999–2008 and legitimacy petitions, c. 1978–1995
Registrar of St. Brelade	JA/1647	St. Brelade Registrar's Collection, includes: registers and certificates of birth, marriage and death, c. 1842–2006
Parish of St. Helier	JA/1634	Cemetery Records of the Parish of St. Helier
Parish of St. Martin	JA/1621	St. Martin parish rate list, 2009
Parish of St. Martin	JA/1642	Parish of St. Martin additional deposit, includes: correspondence from during the Occupation, papers relating to public lighting, plans and a report on the fishing industry, c. 1936–1967
Parish of St. Peter	JA/1660	Parish of St. Peter additional deposit, includes: rates schedules, roads committee records, licences and registrar records, c. 1807–2001
Parish of Trinity	JA/1546	Parish of Trinity additional deposit, includes: rates returns, welfare files and driving licence applications, c. 1994–2008
Planning and Environment	JA/1600	Planning and Environment Collection additional deposit, includes: copies of reports, plans and strategies created by the Department, c. 1980s–2000s
Rural Economy	JA/1525	Rural Economy additional deposit includes: minute books of the Agriculture and Fisheries Department, show booklets, magazines and awards, c. 1961–2000

St. Martin's School	JA/1637	St. Martin's School deposit of admission registers, c. 1950–1982
St. Martin's School	JA/1649	St. Martin's School deposit of log-books, c. 1900–2001
St. Saviour's School	JA/1630	St. Saviour's School Collection, includes: admission registers, school log-books, photographs, plans, visitor books and accounts, c. 1890–2005
States Greffe	JA/1533	States Greffe additional deposit, includes: States Committee Papers and tax agreements, c. 1980–2008
States Greffe	JA/1569	States Greffe additional deposit of tax agreements, 2009
States Greffe	JA/1579	States Greffe additional deposit of a tax agreement with Australia, 2009
States Greffe	JA/1614	States Greffe additional deposit, includes: minutes of the States of Jersey and tax agreements, c. 2007–2009
States Treasury	JA/1535	States Treasury additional deposit, includes: Financial Services Directorate Filing, c. 1980s–2000s
States Treasury	JA/1549	States Treasury additional deposit, includes: Finance and Economics Committee agendas and minutes, c. 2001–2005
Superintendent Registrar	JA/1530	Additional deposit from the Superintendent Registrar Collection, includes: announcement of marriages, c. 1996–2002
Treasury and Resources	JA/1578	States of Jersey Treasury and Resources Department Financial Report and Accounts, 2008
Viscount's Department	JA/1611	Viscount's Department additional deposit, includes: Coroners' notebooks, Inquest files and Inquest transcripts, 1914–1979