
STATES OF JERSEY



PUBLIC RECORDS (JERSEY) LAW 2002: REPORT OF THE JERSEY HERITAGE TRUST AND THE STATES ARCHIVIST DURING 2015

**Presented to the States on 13th June 2016
by the Minister for Economic Development, Tourism, Sport and Culture**

STATES GREFFE

2015 ANNUAL REPORT ON THE WORK OF JERSEY HERITAGE AND THE ARCHIVIST UNDER THE PUBLIC RECORDS (JERSEY) LAW, 2002.



ARCHIVES ARE A UNIQUE IRREPLACEABLE RECORD
TELLING THE STORY OF THE DEVELOPMENT OF JERSEY.



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INTRODUCTION

Archives are a unique irreplaceable record telling the story of the development of Jersey. Archives help us to define our island wide identity, they act as a means to learn more about our local community, have an impact on the international perception of Jersey and are an impartial voice providing legal evidence of activities and government accountability.

In 2015 archive staff catalogued over 20,000 records and added thousands of images to our online catalogue. The team continue to provide a records management, transfer, storage, cataloguing and enquiry service for all public institutions under the Public Records Law.

Through in person visits to the archive, distance enquiries and our online catalogue we have connected with over 60,000 individuals around the world to help them discover the unique Jersey story which forms part of their heritage.

In 2016 we face the challenge of a reduction in staff numbers of over 30% after the completion of a two year service level agreement with the Chief Minister's Department. Whilst we have retained 1 of the 5.6 staff employed under this agreement through a yearlong extension, this will have an inevitable impact on the services provided by the archive to public institutions and cataloguing rates will fall.

Permanent staff numbers continue to be at levels that Dr Norman James of The National Archive highlighted in his 2008 report:

'4.4. The staff resources available to the Jersey Archive are inadequate to meet its commitments to the Trust, the States government and its other stakeholders, especially members of the public.'

We will continue to work with public institutions on the transfer of records, manage the archives in our care and promote the widest possible access to the records that we hold on behalf of the Island.

We will also work with partners such as the Social Security Community Jobs Fund team and Ancestry.com to develop our online resource which creates income through subscription, with Property Holdings and the construction team on the feasibility study for the new archive strongroom block and with colleagues at Information Services on the development of strategies for the digital transfer of public records to Jersey Archive.

Linda Romeril

Archives and Collections Director
Jersey Heritage



ISLAND WIDE IDENTITY

Archives help people feel a sense of connection with and belonging to their Island, home, organisation, school and family.

Jersey Archive works on a number of outreach projects across the island, talking to local groups such as WIs, offering opportunities for schools to interact with primary sources and taking part in initiatives such as the Channel Islands Heritage Festival and Jersey Festival of Words.

Case Study – What’s Your Street’s Story?

In 2015 we continued the successful What’s Your Street’s Story? project. The project looked at the history and stories of the people, community and properties of eight different areas of the Island including St Aubin’s Harbour, Havre des Pas, St Ouen’s Village and Halkett Place.



For each area and community we created an article for the Jersey Evening Post, told the stories with BBC Radio Jersey and gave a talk at Jersey Archive for members of the public on one of our open Saturdays.

What's Your Street's Story aims to involve members of local communities in the stories and history of their area. The project has evolved from a talk researched and given by archive staff to include co-production with community groups working with archive staff to discover and research the stories that will appear in the talk. In 2015 two community groups spent over 130 hours working with staff to research the history of St Aubin's Harbour and Havre des Pas.

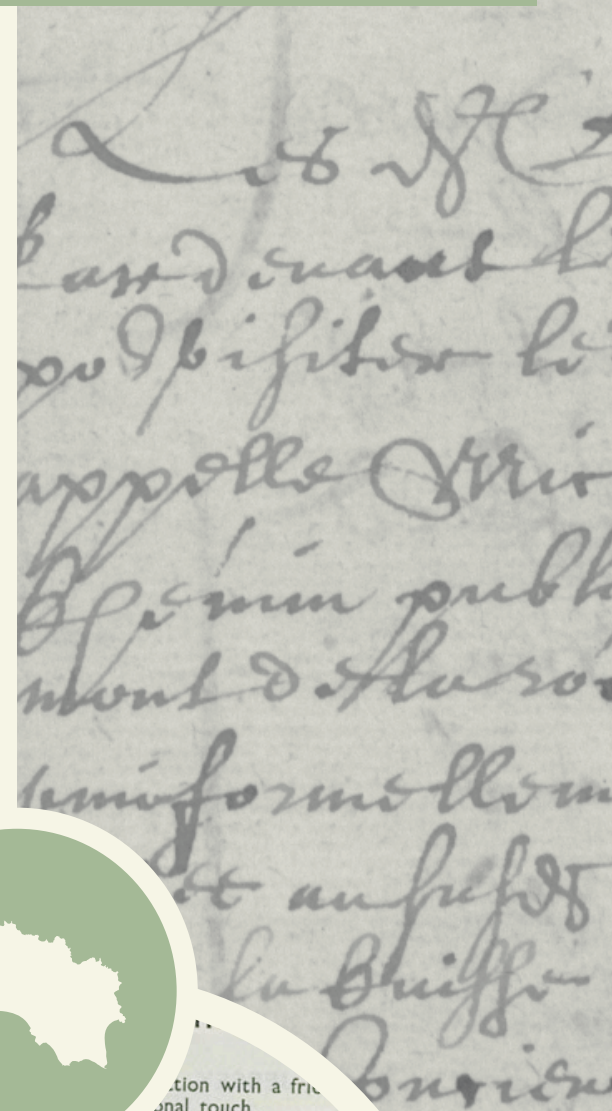
The St Aubin's group discovered information about the 17th century privateers:

'On the afternoon of 7th December 1646 a Royalist Lieutenant named Manuel Clement was drinking in a tavern with Michael Jenkinson, the master mariner of Sir George Carteret's galley. They fell into a dispute over a bill and Jenkinson in his anger flung his money on the table and made for the door saying he would pay no more. Clement drew his sword and rushed after him, ran him through and left him dead in the gutter.'

The Cour de Cattel records at Jersey Archive show that 12 men were sent to view the body of Michael Jenkinson which was found 'in the public road near St Aubin at the foot of Mont de la Rocque'. The men agreed that the death was caused by a cut of the sword in the thigh.'

The Havre des Pas team found out some of the stories of the hotels in the area:

'Hotels dominated the Havre des Pas area into the twentieth century. The Marina Hotel was converted into a boarding house at the turn of the twentieth century by Nathaniel Nicholls, a boarding house keeper from Cornwall. His lack of knowledge of local laws is illustrated when in 1905 he can be found in the Magistrate's Court selling liquor without a licence. He was found with over 100 bottles of claret, ale, cider and a stock of champagne. He claimed that as he was not selling the alcohol for profit but at cost price he should be exempt from needing the licence but this plea fell on deaf ears and he was fined £10.'



- ★ Seven minutes from town cen...
- ★ Comfortable spacious Lounges
- ★ Attractive Lounge Bar
- ★ Lift to all floors



COMMUNITY AND LEARNING

Archives help people feel a part of and get involved with their local community through partnerships with other organisations, volunteering opportunities, group visits and workshops. They promote opportunities for lifelong learning.

Jersey Archive benefits from nearly 1,500 volunteer hours each year from individuals involved in indexing, scanning, researching and packaging projects. The Channel Islands Family History Society also provide volunteers to help members of the public with their research on the 161 days that the archive is open.

Case Study – Who do You Think You Are? Live

Jersey Archive works with partner organisations as part of the Jersey Family History Forum. The Forum was established to promote the study of family history by all those with Jersey roots, whether they live in the Island or in places such as Australia or Canada, which have seen strong migration from Jersey.

The Forum is a partnership between Jersey Heritage, the Channel Islands Family History Society, the Société Jersiaise, Jersey Library, the Office of the Superintendent Registrar and the Parish of St Helier.

In April 2015 the Forum, with the support of Education, Sport and Culture, attended Who do You Think You Are? Live, Europe's most comprehensive family history event. The Forum worked together to promote the Island as a place to come to find out more about Jersey ancestors.

The popularity of Jersey as a family history destination is increasing. In 2015 over half the newly registered readers at the archive who listed their country of residence were not from the Island.

Case Study - Reminiscence

Jersey Heritage uses both archive and museum collections as part of its reminiscence programme. The programme is run from Jersey Archive and in 2015 staff participated in 12 reminiscence sessions working with over 220 adults to show them objects, programmes and photographs which sparked memories and discussion.

Jersey Heritage also runs a loan box scheme, allowing residential homes and groups to borrow boxes of duplicate or handling material to use when talking to groups about their memories and experiences of the past. In 2015 8 boxes were loaned.

Reminiscence therapy has a positive impact on well-being and research shows that it can bring benefits to those living with dementia:

'Reminiscence therapy is usually described as the use of triggers, that promote the recollection of life histories, or overall stimulation of the mind, with a very positive impact in overall well-being. The therapy has been used with people living with dementia, with very positive impact and results in their overall health, comfort and sense of security'

www.reminiscence.org.uk





INTERNATIONAL AND ECONOMIC IMPACT

Archives help Jersey to promote our unique cultural heritage to a worldwide audience. They inspire people to discover more about our Island and its people.

Case Study – Jersey Heritage Archives and Collections Online

In 2015 Jersey Heritage re-launched the Archives and Collections online catalogue. The new look catalogue included over 90,000 images of Occupation Registration Cards available to view and download either on a pay per view basis or as part of an annual online subscription for the first time.

The re-launch was the result of a number of years work with volunteers, Family Search and Community Job's Fund posts attaching images to

the catalogue and digitising new collections. As part of the re-launch Jersey Heritage worked with Ancestry.com, allowing the Ancestry site access to our indexes giving the collections we hold a truly global reach.

Research carried out by the National Archives echoes our own findings in Jersey and shows there has been a consistent trend towards greater online searching of archive data and that digitised collections are the main driver for online engagement. In its report Digital Services and Archive Engagement 2014, National Archives reported an increase of 1.6% in the number of people using its website, with more than two thirds of people using the site to view digitised documents.

By developing the online catalogue and placing more images online we can promote worldwide access to Jersey's unique heritage. We encourage people to discover they have Jersey roots and then visit the Island. We generate income through pay per view downloads and subscriptions which can then fund future digitisation projects.

ACCOUNTABILITY

Archives help people to make informed decisions and act as evidence of political, community and personal actions.

Case Study – Children’s Home Inquiry

From 2008 – 2011 over 21 cubic meters or 500 boxes of records were transferred to Jersey Archive from the Children’s Services division of Health and Social Services and from individual children’s homes. The records were transferred to ensure appropriate management, security and impartial storage of the records.

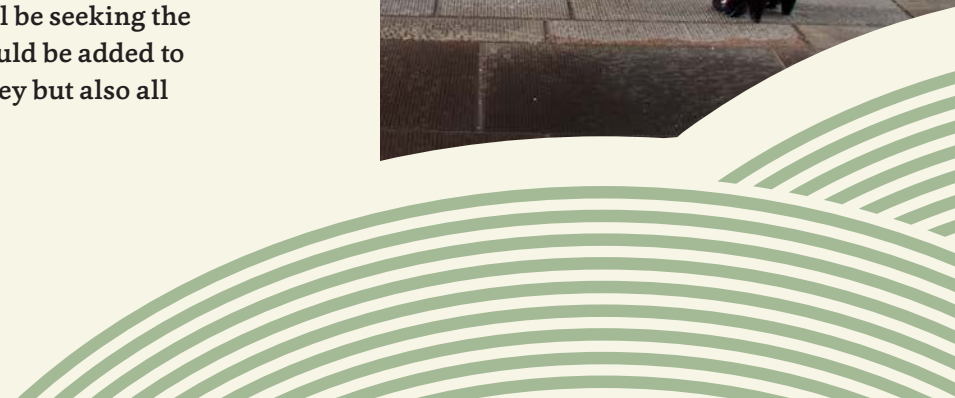
Since June 2014 staff at the archive have spent over 400 hours liaising with the Independent Jersey Care Inquiry and producing files for the Inquiry to view. Archive staff have also worked with the Inquiry to ensure that a retention schedule is in place for their own records.

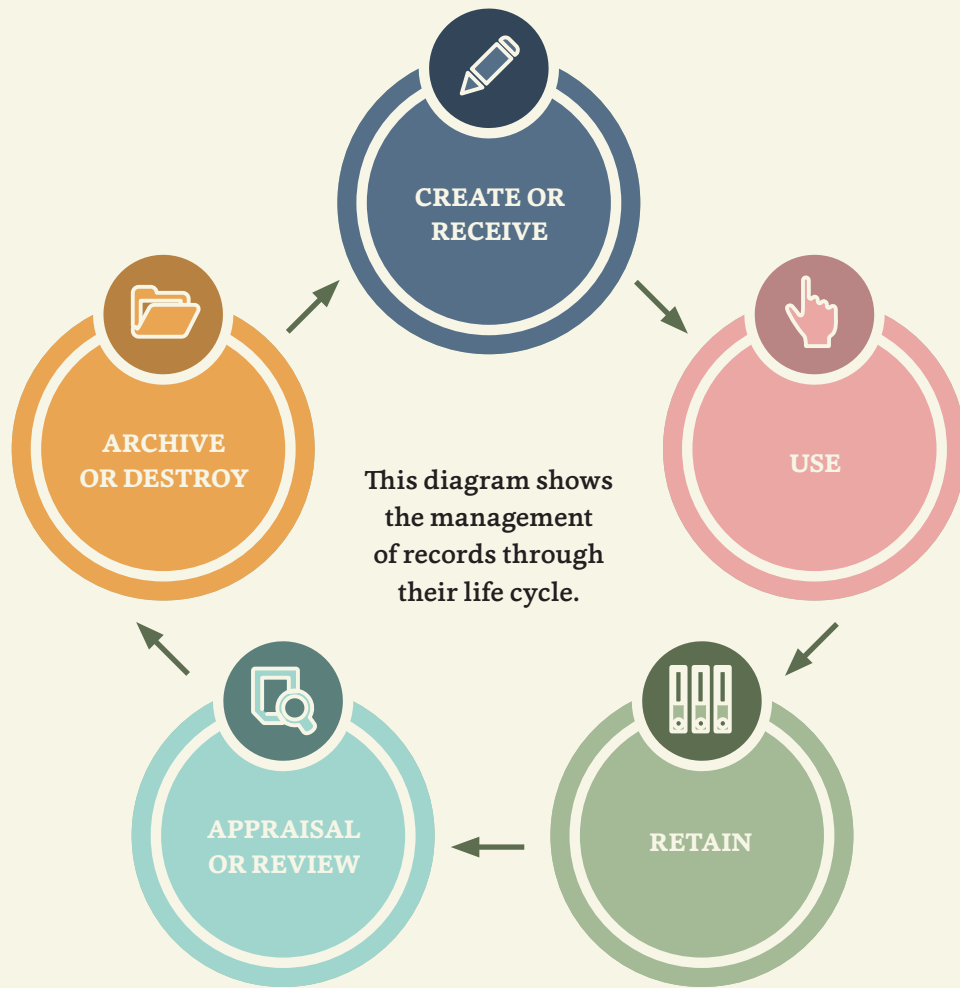
Case Study – Archiving Websites

In 21st century society a significant amount of public records and comment on public projects only exists online through websites, social media and blogs. In 2015 Jersey Heritage formed a partnership with the British Library who archive the .co.uk domain. The partnership allows Jersey archive staff to access the British Library’s web archiving software and to add sites with Jersey content. The sites are then crawled on a regular basis and copies stored and made available by the British Library.

Since the formation of the partnership archive staff have added over 60 Government websites including www.gov.je, www.vote.je and <http://www.jersey2015.com> (for the Nat West Island Games).

In 2016 we aim to continue to add both sites and social media to the collection and will be seeking the public’s opinion as to which sites should be added to show not only the government of Jersey but also all aspects of society in the Island.





PUBLIC RECORDS LAW COMPLIANCE

The Public Records Law was introduced to ensure that records produced by Public Institutions are correctly managed. The Law gives Jersey Heritage and the Archivist a number of duties to perform with the ultimate aim of preserving and providing public access to the archival records which tell the story of Jersey's cultural, social, economic and political development.

RECORDS MANAGEMENT

Through our work under the Public Records Law Jersey Heritage provides a service to all public institutions to assist with the management of records from creation to disposal.

The Archive team meet with all separate sections and functions of each public institution to discuss the roles that they perform and the records they create.

The team then identify those records with long-term archival value and work with the institution to decide how long records with no archival value should be kept for.

This work results in the production of a retention schedule which lists the records produced, length of time they should be retained for and whether they should be transferred to Jersey Archive or destroyed.

Over the past two years, through a fixed term service level agreement with the Chief Minister’s Department funded by FOI implementation Jersey Heritage has made significant progress in ensuring that retention schedules are in place for the majority of public institutions.

Schedules should be reviewed on a five yearly basis to ensure that the changing roles and functions of public institutions are included.

Schedules also need to be produced for bodies that fall under the Public Records Law as corporations owned by the States or in which the States have a controlling interest.

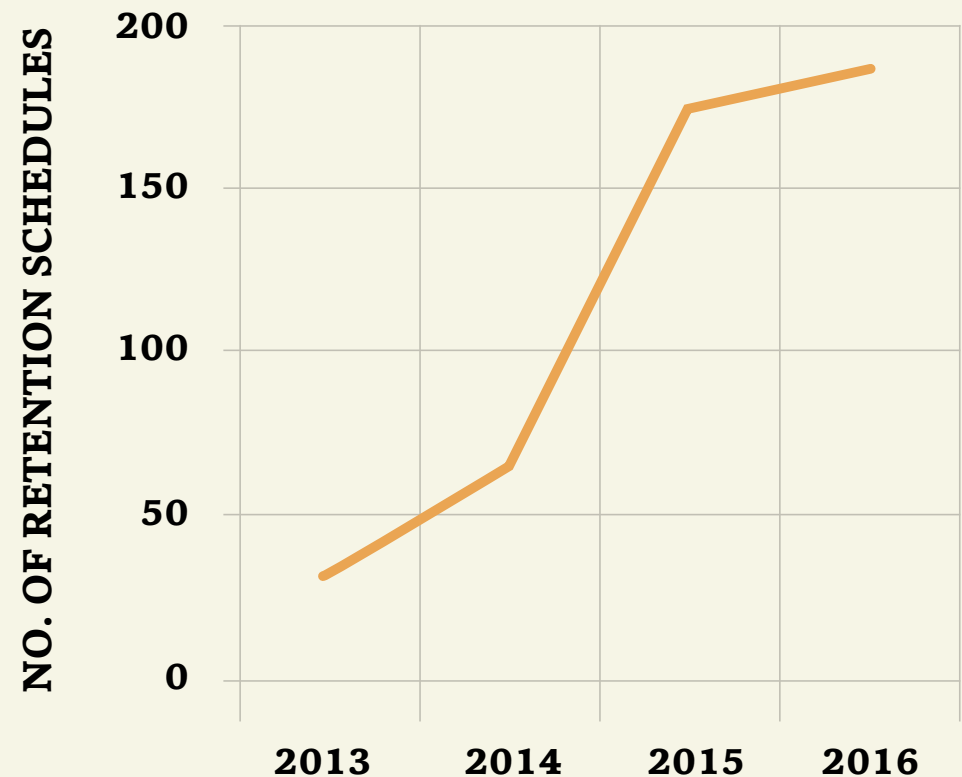
APPRAISAL

Once documents have been retained for the appropriate period of time they are appraised against the agreed retention schedule before being transferred to Jersey Archive or destroyed. Jersey Heritage staff work with public institutions to appraise the records and to archive those that meet the following criteria:

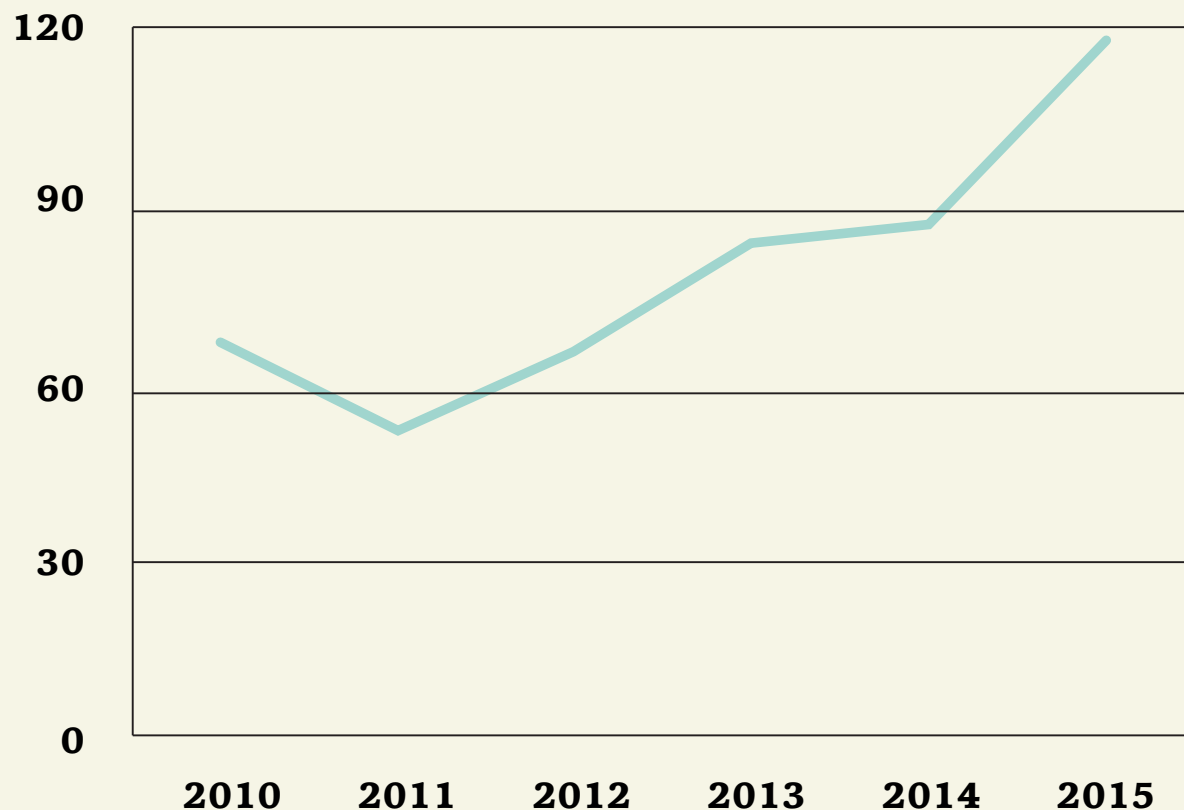
- Records that show Jersey’s social development, including demographic, cultural and economic change;
- Records that document change, continuity and development in Jersey over time and assist with the historic interpretation of such changes;
- Records that show States’ administration’s policies, procedures and decision making processes;
- Records that show and document the significant functions and activities of States of Jersey administrations;
- Records that show changes to Jersey’s physical environment;

- Records that relate to notable events or persons;
- Records that are suitable for statistical and quantitative analysis;
- Records that show the development of communities in Jersey and
- Records that can be used in the growing field of genealogical research.

In 2015 over 2,500 records were appraised prior to transfer of relevant material to the Jersey Archive.



NUMBER OF COLLECTIONS TRANSFERRED UNDER PUBLIC RECORDS LAW



TRANSFER

In 2015 119 new collections of records were received from Public Institutions. Each new transfer is cleaned, repackaged and accessioned with basic details of the collection recorded on the adlib database.

Since the introduction of Freedom of Information and as a result of the work that the archive staff have carried out appraising and producing retention schedules the number of collections transferred has risen significantly over the past 5 years.

After transfer the management of the collections, care of the material and the initial enquiries into access are all handled by archive staff.

Appendix A is a list of all collections transferred by public institutions in 2015.

PHYSICAL AND DIGITAL STORAGE

In 2015 35 cubic meters of records were transferred to the Jersey Archive, a 46% increase on the amount of physical material transferred in 2014. This brings the total amount of physical storage at the archive to 706 cubic meters leaving only 3.3 years of space for additional records.

We are aware that the conclusion of the Children's Home Inquiry in Jersey will bring with it an official transfer of at least 22 cubic meters of records to Jersey Archive.

In 2015 a feasibility study began into the new archive strongroom block, which has been included in the current States of Jersey Medium Term Financial Plan.

It is vital that building start as soon as possible to ensure that Jersey Heritage can continue to accept the transfer of public records under the Law.

Transfers of digital material to Jersey Archive are slowly increasing and a recent survey of public institutions has shown that over 90% have digital material that is due to be archived. The archive team are working with the Information Management team and Information Services to ensure that digital material can be smoothly transferred to the archive with appropriate security and evidential value.

The feasibility study into the new strongroom block includes provision for a new server room for archival material but will not cover the costs of setting up and running an appropriate digital storage solution for the long-term preservation of archival digital files.



CONSERVATION AND ENVIRONMENT

When documents arrive at Jersey Archive their physical condition is assessed by our Conservator. Records have often been stored in unsuitable damp or dirty conditions and our first job on arrival of a new collection is to clean, repackage and monitor the material for mould growth or insect damage. Once collections are in a stable condition they are placed in the strongrooms to await cataloguing.

Preservation treatment of some collections can take several months of time consuming cleaning and mould removal. In 2015, through the Freedom of Information Service Level Agreement the Conservator had two assistants working with her on the preservation of archival material. As a result over 650 large boxes of material were cleaned and repackaged.

Ensuring a stable, clean environment for storage of records at Jersey Archive is essential for the long-term preservation of the material. The archive team aim to meet British and European Standards for the storage of archival records and the brief for the new strongroom block includes reference to these standards.

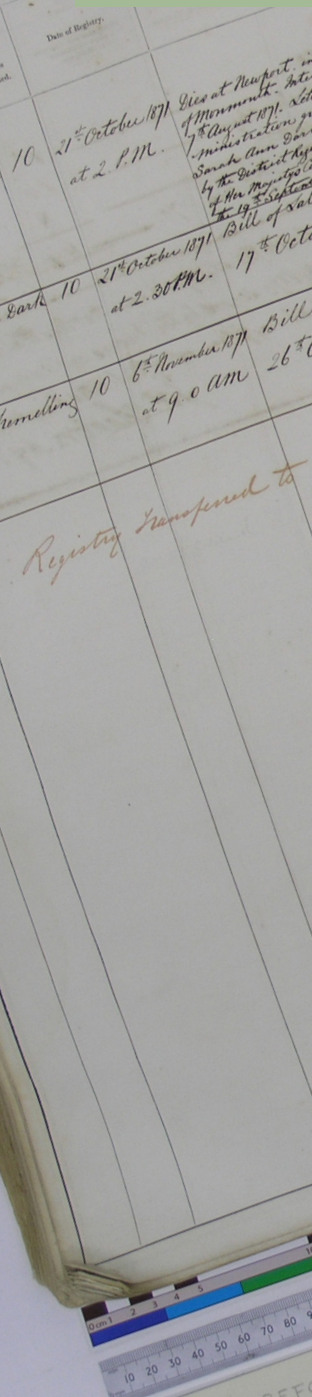
PD: 5454 indicates a standard of 35 - 60% RH and 13 – 20°C for mixed archival materials. Specific cold storage requirements for photographs and film are met in our air-conditioned cold rooms. The passive environmental control used in the strongroom block is generally able to maintain RH within the range set by PD 5454 and dehumidifiers are switched on as the RH approaches 60%.

The low winter temperatures are controlled well and at no point did the temperatures drop below the required 13°C. High summer temperatures continue to be challenging for the passive system and similar to previous years the summer months saw the upper limit of 20°C being exceeded in all storage areas. Summer 2015 was mild so the top temperatures were not as high as in previous years and the period during which the upper limit of 20°C was exceeded was significantly shorter. The maximum temperature during 2015 was 23.2°C Improvements to temperature management in the Summer months are being reviewed as part of the feasibility study into the new strongroom block.

Physical conservation of individual items is a time consuming process and each year we aim to conserve a small number of items that are in such poor condition that they are in danger of further deterioration and cannot be used by members of the public.

In 2015 we used an external firm of archive conservators to repair 17 volumes. These included a Jersey Shipping Register dating from 1855 – 1858. The register includes details of the registration date of ship in Jersey, the name of the ship, the owners of the ship, master of the ship, size of ship, type of ship, where it was built, transactions involving the ship and what ultimately happened to the ship.

The registers help us tell the story of this important part of Jersey's 19th Century development.



CATALOGUING

The detailed cataloguing and indexing of archival records demands a wide breadth of knowledge from the cataloguing team. Records that come to Jersey Archive under the Public Records Law reflect all the functions of local and central government;

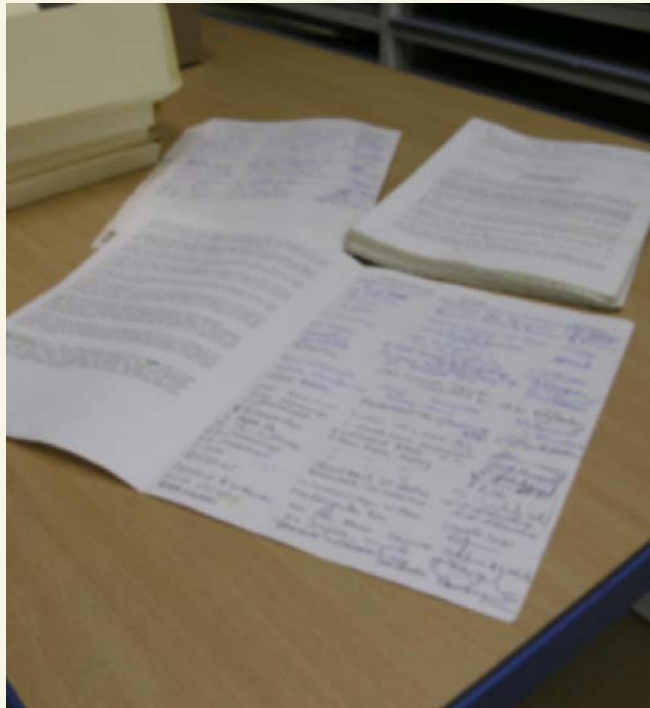
- from 16th century legal records to technical records of construction projects;
- from political developments and papers to 19th century accounting;
- from 21st century digital material to the complexities of planning and environmental records and
- from parochial responsibilities and the honorary system to records of medical care.

The cataloguing of each new collection requires the member of staff to gain an understanding of the public institution that produced the records and the policies, procedures and processes behind each function and section of the institution.

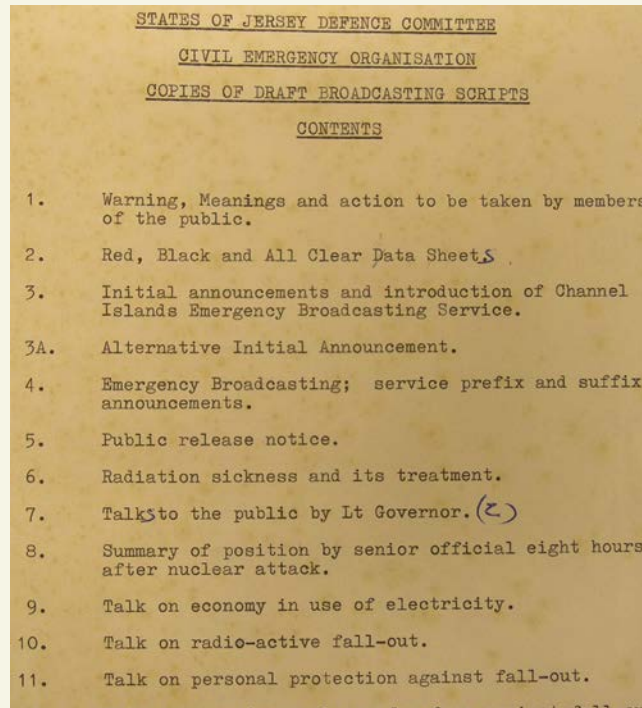
In 2015 staff catalogued public records from the Chief Minister's Department, Department for Infrastructure, Department of the Environment, Department for Education, Treasury, States Greffe and Judicial Greffe.

Of the thousands of records catalogued during the year the following encapsulate the ability of archives to show us the smallest details and personal impacts of events with the world wide importance of the Second World War, the Jersey reaction to the threat of nuclear emergency during the cold war, the importance of petitions in showing public opinion and the relevance of archives to current events such as the UK EU Referendum to be held this year.

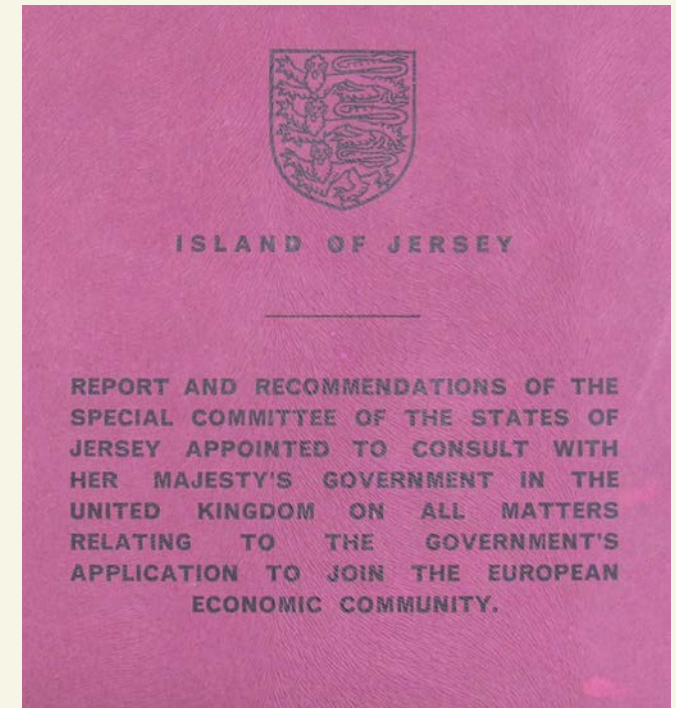




The petition opposing the flooding of Queen's Valley which had over 11,000 signatures but was ultimately unsuccessful, 1985

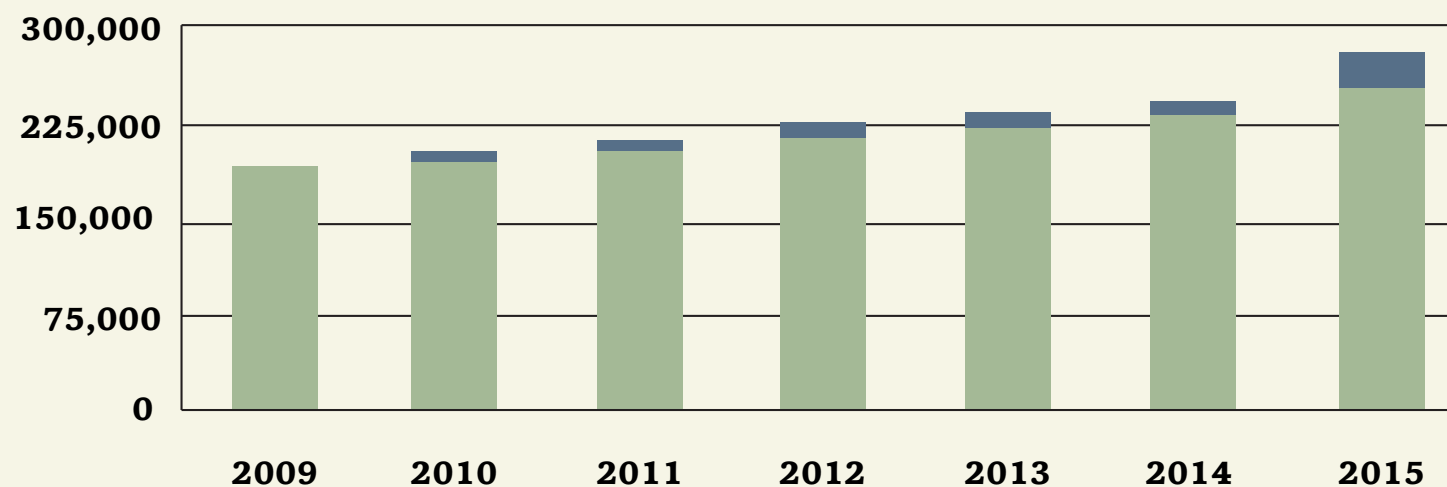


Draft broadcast scripts including announcements, summaries and talks to inform, instruct and advise the public in preparation for or response to a nuclear emergency, 1972



Report and Recommendations on all Matters Relating to the Government's Application to Join the European Economic Community, 1967

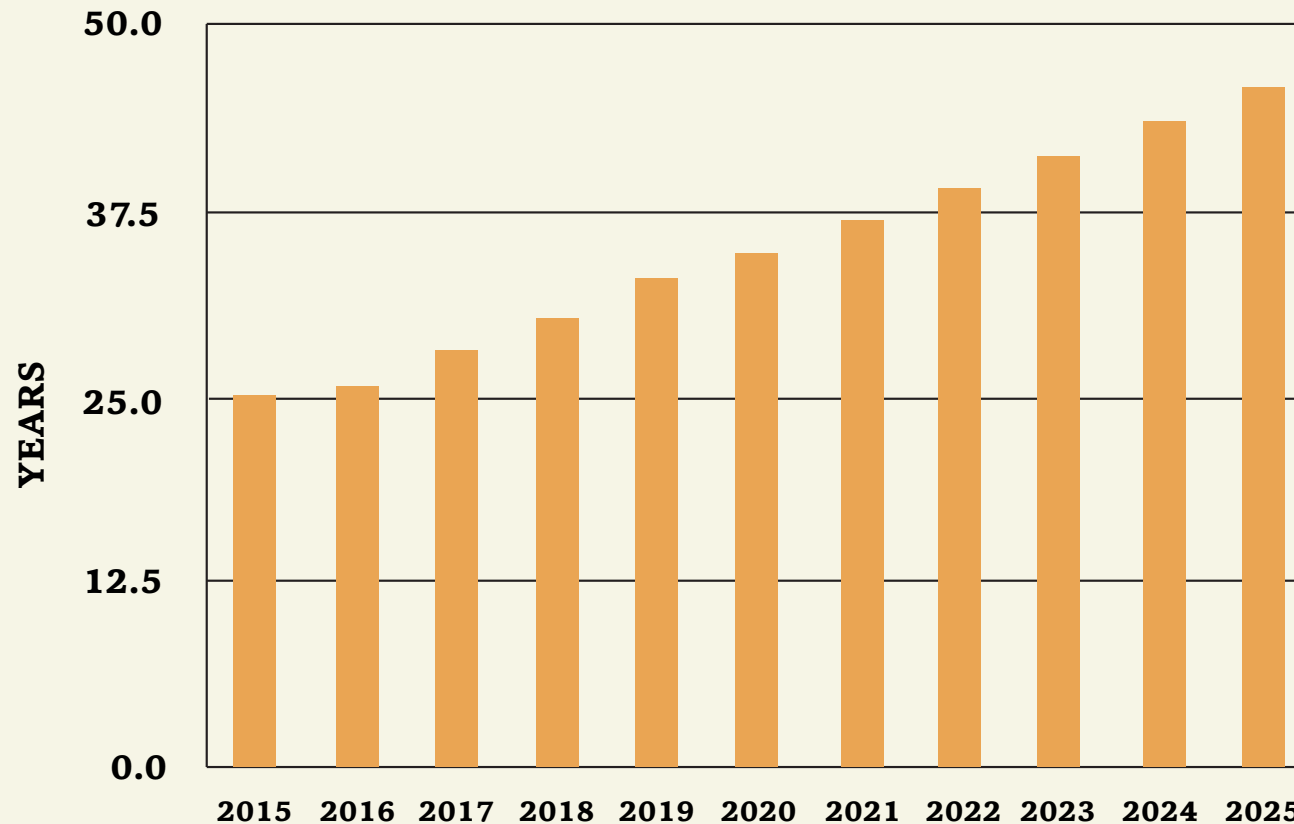
N° OF RECORDS CATALOGUED AND AVAILABLE TO SEARCH ONLINE



Records Catalogued	5,545	7,478	9,121	6,918	7,796	20,750	
Records Online	213,348	218,893	226,371	235,492	242,410	250,206	270,956

Cataloguing is an essential part of providing access to collections for public institutions and members of the public. Each catalogue entry becomes available to search on our online catalogue – www.catalogue.jerseyheritage.org.

BACKLOG IN YEARS (Projected with current staff)



In 2016 with the completion of our two year service level agreement with the Chief Minister's Department cataloguing staff numbers have been cut by 66%. This cut will have a significant impact on cataloguing services provided by the archive.

Backlog in Years (Projected with current staff)

...ng a sentence of Three Years
Before my trial in Jersey I was
(Scotland) and the Edinburgh Police
portions of my belongings consisting of
coat, etc. I have written repeated reques
any result.
Bournemouth English Police, came over to Jersey
offence in that town. They found themse
, and they raided the hotel I was staying
la Plage) seized my luggage consisting of
overcoat, suitcases and took the whole of
to England, leaving me in prison without
clothes. I was forced by circumstances to
coat to appear in Court. The Bournemouth
requested by the Prison authorities to
it have failed to do so, nor have they g
for them. If they are keeping my clothes
I have returned what they are not needin
ste outfit, suit, shirt, overcoat etc. If it
ve the whole.
And more matter which may or may not
vinces. I paid to a Scottish solicitor
is was for mine and three of my friends
the Edinburgh Court and handed to him, as
any defence for me or my friends, I think
ball money back. Repeated efforts have
with L. Daiches, 30 York Place Edinburgh
petition in the absence of official
consideration.
Your's
(sd)
Certified true copy.
Gov

CLOSED RECORDS

At the start of each year new archival records are opened to the public after closure periods of 30, 50, 75 and 100 years. In November 2015 the Archivist reviewed over 200 records and sent details and recommendations to each public institution as to whether the files should be opened to the public or if they should be subject to exemptions under the FOI law. 94% of records reviewed in 2015 are now open for the public to come and consult at the Jersey Archive.

Case Study - Petitions from Prisoners to the Home Secretary, 1937 – 1940

Jersey Prisoners had a right to petition the Home Secretary on a number of matters, some of the petitions in the file that has now been opened ask for remission of sentences, some complain about prison conditions and some complain about both local and national authorities.

Included in the file is the petition of Arnold Edward 'Eddie' Chapman who became notorious as Agent Zig Zag during the Second World War. Chapman was recruited from the Channel Islands by the Germans but turned double agent and spied for British for much of the war.

Prior to the Second World War Chapman initially lived a life of petty crime and then became part of the London Gang scene serving a prison sentence in Wormwood Scrubs. Chapman was on bail in Scotland after trying to blow up the safe of the Edinburgh Co-operative Society when he fled to the Channel Islands.

The Police followed him to Jersey and raided the Hotel de la Plage where Chapman was staying with his future wife. Chapman made a spectacular escape through the dining room window. Chapman committed a number of petty thefts in Jersey and was sentenced to two years hard labour at the Royal Court on 11th March 1939.

Chapman's petition to the Home Secretary gives a glimpse into his complex personality. He relates that he was arrested by the Edinburgh Police, conveniently does not mention that he skipped bail, but highlights that the Police confiscated his suitcase, overcoat and shoes and that they have not been returned. He goes on to complain about the Bournemouth Police who conducted the raid on the Hotel de la Plage;

'The Bournemouth English Police came over to Jersey to arrest me for an offence in that town. They found themselves unable to do so..... they raided the hotel I was staying at and seized my luggage'.

He petitions the Home Secretary for return of his clothes.

He finally asks the Home Secretary if he can possibly help him get his bail money back from the Scottish Solicitor he gave it to before he broke his bail and fled to Jersey.





ACCESS

Access to records is a vital part of the archive's work under the Public Records Law. It allows people to view the records of government for their own research or leisure use, for professional purposes and as part of the accountability of government bodies to society.

People access archives in different ways and the development of our online catalogue in 2015 has led to a significant increase in online access to and interaction with archival material. In 2015 our online catalogue had 89,488 visits, there were 3,170 visits to the archive in person and we received 3,041 distance enquiries from individuals and public institutions.

'Many thanks for your help and advice. This is an impressive facility with very helpful assistants. The best centre of its type that I have ever encountered.'

'Thank goodness there are organisations like yourselves so that we can preserve our history. Very helpful and informative.'

'I am really happy with the service thank you. I have received my subscription and it works very well, and I'm thrilled to have access to this area. So much information.'

'Thanks so much for sending this information over. I found it a fascinating read. I have to say I think the work you guys do at the archive is incredible and especially helpful to me in terms of bringing that history to life through contemporary public art commissions.'

MANAGEMENT AND OVERSIGHT

The work of both Jersey Heritage and the Archivist under the Public Records Law is reviewed by the Records Advisory Panel. The Panel have an advisory role and under the law may provide advice to the Archivist, Jersey Heritage, the Minister and Public Institutions.

The Panel are also required to approve the standards under which the Jersey Archive operates and in 2015 they approved the National Archive Accreditation scheme and PD5454: Guide for the Storage and Exhibition of Archival Materials as appropriate standards for the Archive to operate under.

The Archive has full Archive Accreditation at the highest level after applying to the scheme in 2014. The assessors noted:

‘The Archive Accreditation Panel felt that this was overall a very strong application, which meets all requirements of the Accreditation Standard – one of only a few to do so in the scheme’s history. They considered that the assessment demonstrated a very well run service, with a clear policy direction and an important role in the public accountability of the government of Jersey.’

The Records Advisory Panel’s 6 year term ended in December 2015. A new Panel was recruited and appointed by the Minister at the end of the year and sworn in in January 2016.

The Archive holds an annual internal stocktake of all items catalogued and viewed during the year. We are also externally audited by a colleague from Guernsey Museums Service. 100% of items checked were located in the 2015 stocktake.



APPENDIX A

PUBLIC RECORDS TRANSFERRED IN 2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Bailiff's Chambers	Bailiff's Chambers additional deposit of general correspondence files and Cour Royale Notes D'Audience, 1899-2004	JA/2753	01/07/2015
Bailiff's Chambers	Bailiff's Chambers additional deposit of general correspondence files, c1950's-2010	JA/2765	20/07/2015
Bailiff's Chambers	Bailiff's Chambers additional deposit of general correspondence files and warrant file, c1950's-2000's	JA/2769	27/07/2015
Chief Minister's Department	Chief Minister's Department additional deposit, includes; Chief Minister correspondence files, Haut de la Garenne email files, IMF action plans, Fiscal Stimulus Steering Group Files and Jersey College for Girls files, 2004-2013	JA/2650	28/01/2015
Chief Minister's Department	Mapping Services deposit of St Helier Street Maps, 1977	JA/2805	01/10/2015
Commonwealth Parliamentary Association	Commonwealth Parliamentary Association additional deposit of the Jersey Branch Newsletter, 2015	JA/2853	03/12/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Comptroller and Auditor General	Comptroller and Auditor General document published on the web, 2015	JA/2655	06/02/2015
Customs and Immigration Service	Customs and Immigration Service additional deposit of a Registration card and form for Margaret Patricia Veronica Wilkinson, 1940	JA/2678	06/03/2015
Customs and Immigration Service	Jersey Customs and Immigration Service additional deposit of a case file, 2014-2015	JA/2699	15/04/2015
Customs and Immigration Service	Customs and Immigration Service additional deposit of Royal Court case files, 2012-2014	JA/2704	21/04/2015
Customs and Immigration Service	Jersey Customs and Immigration Service additional deposit of Royal Court case files, 2012-2015	JA/2827	26/10/2015
Department of the Environment	Department of the Environment additional deposit of sample entries from school competition relating to ecoactive/energy efficiency competition, 2013	JA/2636	14/01/2015
Department of the Environment	Department of the Environment additional deposit, includes; Planning and Building Control files relating to development control, legislation and guidance notes, 1997-2013	JA/2676	05/03/2015
Department of the Environment - Rural Economy Finance Team	Rural Economy additional deposit, includes; templates of application forms, overview of historic loans, Agricultural Loans Advisory Board information, correspondence and meeting minutes, 1968-1999	JA/2637	14/01/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Economic Development Department	Economic Development Department additional deposit, includes; Trading Standards-Inventory of standards and certificates of testing Jersey standards, 1950-2010	JA/2661	10/02/2015
Education Sport and Culture Department	Education, Sport and Culture department additional deposit, includes; Heads and governing bodies meeting minutes, reports, business plans, strategies, correspondence, validated school self-evaluation reports, programmes and curriculum guides, c1928-2013	JA/2630	07/01/2015
Education Sport and Culture Department	Education, Sport and Culture Department additional deposit of posters for events at Fort Regent, c1990's	JA/2635	14/01/2015
Education Sport and Culture Department	Education, Sport and Culture additional deposit, includes; child care registration requirements, reports, reviews, handbooks, projects, policy formulation and correspondence, c1951-2014	JA/2658	07/02/2015
Education Sport and Culture Department	Education, Sport and Culture additional deposit, includes; Primary and Secondary Schools, Highlands College and Jersey Instrumental Music Service development plans, reports, publications, policies, correspondence, press releases and plans. Finance – age weighted pupil units; guidelines for Central Library; student grant changes; control of school funds 1978-2014	JA/2673	03/03/2015
Education Sport and Culture Department	Education, Sport and Culture additional deposit, includes; reports, press releases, regulations, plans for schools and staff houses, consultations, meeting minutes and registration documents, 1962-2005	JA/2687	31/03/2015
Education Sport and Culture Department	Education, Sport and Culture additional deposit of leaflets for apprentice applicants and employers in relation to Trackers - The Apprentice Programme, 2015	JA/2727	04/06/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Education Sport and Culture Department	Education, Sport and Culture Department additional deposit, includes; teachers salary sheets, pension correspondence, budgets and estimates, 1913-1982	JA/2745	17/06/2015
Education Sport and Culture Department	Education, Sport and Culture additional deposit, includes; budgets, committee agendas, head teacher meetings, council notes, correspondence files and papers on Working Parties, 2003-2012	JA/2771	30/07/2015
Employment and Social Security Department	Social Security Department additional deposit of Box GOV006 and GOV008 relating to Health Service disciplinary tribunals, 1981-1995	JA/2641	20/01/2015
Employment and Social Security Department	Social Security additional deposit, includes; various photos, committee reports, statement of accounts, review of Special Needs Employment Service, business plans, strategic review, action plan, financial report and Island of Jersey census - Report, 1946-2005	JA/2682	25/03/2015
Employment and Social Security Department	Social Security additional deposit of blank forms relating to the Back to Work scheme and job event flyers, c2014-2015	JA/2791	28/08/2015
Employment and Social Security Department	Social Security additional deposit, includes; policy documents for job creation, employment, health insurance, old age pensions, employment of disables persons and work permits, unemployment statistics and correspondence, 1961-2003	JA/2792	28/08/2015
Employment and Social Security Department	Social Security additional deposit of Acceptable Behaviour Report, 2014	JA/2795	03/09/2015
Grainville School	Grainville School additional deposit of Admission Registers, 1982-2002	JA/2808	07/10/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Grouville School	Grouville School deposit, includes; newsletters, minutes, photographs, drawings, plans, meeting notes and cuttings, 1937-2014	JA/2840	04/11/2015
Harbours Department	Harbours Department additional deposit of Mayday forms, c1980's	JA/2820	20/10/2015
Haute Vallée School	Haute Vallee School additional deposit, includes; Governors meeting minutes, official opening documentation, newsletters and details of leavers awards, 1995-2009	JA/2845	18/11/2015
Health and Social Services - Children's Service	Children's Service additional deposit of photographs relating to Haut de la Garenne, 1900's	JA/2857	17/12/2015
Health and Social Services Department	Health and Social Services additional deposit of legislation and policy files of Health Legislation Officer Mr W G Prouse, 1969-1996	JA/2638	15/01/2015
Health and Social Services Department	Health and Social Services additional deposit of correspondence from the Channel Islands Joint Advisory Council on Common Environmental Problems, 1938-1988	JA/2677	06/03/2015
Health and Social Services Department	Health and Social Services additional deposit of Legislation and Policy files of Health Legislation Officer Mr W G Prouse, 1975-1993	JA/2680	12/03/2015
Health and Social Services Department	Health and Social Services additional deposit of photographs and negatives of St Saviour's Hospital, c2000's	JA/2705	22/04/2015
Health and Social Services Department	Health and Social Services additional deposit, includes; daily report books, ward registers, ward diaries and drugs record book, 1963-2005	JA/2715	14/05/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Health and Social Services Department	Health and Social Services Department additional deposit of research papers into the history of St Saviours Hospital, c2010's	JA/2720	21/05/2015
Health and Social Services Department	Health and Social Services additional deposit of General Hospital theatre registers, 1980-2007	JA/2755	06/07/2015
Health and Social Services Department	Public Health Department additional deposit of Jersey Alcohol Profile, 2015	JA/2844	17/11/2015
Home Affairs	Home Affairs Department deposit of notes made by Jurat Voisin relating to the appearance of Edward Paisnel in the Magistrates Court, 1971	JA/2852	01/12/2015
Jersey Airport	Ports of Jersey Communications Services additional deposit, includes; paperwork relating to projects, services for states departments, budgets, Chief Engineer correspondence, meeting minutes and radio licences, 1960's-2008	JA/2733	08/06/2015
Jersey Airport	Jersey Airport additional deposit from the Engineering department, includes; overview plans of the airport site, new terminal airfield layout, proposed development, fire plan and aerial photographs, 1958-2010	JA/2772	30/07/2015
Jersey Airport	Ports of Jersey Communications Services additional deposit, includes; projects, services, accounts, Chief Engineer correspondence, salaries, meeting minutes and radio licences, c1950's-2008	JA/2775	05/08/2015
Jersey Heritage	Jersey Heritage additional deposit, includes; photographs, papers, sound, plans and research, c19th-21st Century	JA/2628	05/01/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Jersey Heritage	Jersey Heritage additional deposit of 'Voices of the Great War' DVD, 2014	JA/2695	10/04/2015
Jersey Heritage	Jersey Heritage additional deposit of Staff Bulletins, 2003-2014	JA/2716	15/05/2015
Jersey Heritage	Jersey Heritage additional deposit, includes; sponsorship contracts, proposals for corporate sponsorship, approved grants and website design brief, 2010-2015	JA/2759	13/07/2015
Jersey Heritage	Jersey Heritage additional deposit of tapes and CD of friends of the Maritime Museum recorded lectures, c1990-2003	JA/2760	15/07/2015
Jersey Heritage	Jersey Heritage additional deposit of photographs of Jersey Archive, 1994-2000	JA/2761	16/07/2015
Jersey Heritage	Jersey Heritage additional deposit of policies and procedures from Operations and Security Management, 2015	JA/2773	30/07/2015
Jersey Heritage	Letter of Marque of Samuel Ganier, Fifteenth November 1798	JA/2851	30/11/2015
Jersey Library	Jersey Library documents, includes; an action plan, management team minutes, marketing materials, brochures, statistics and press releases, 2013-2014	JA/2656	05/02/2015
Jersey Overseas Aid Commission	Jersey Overseas Aid Commission deposit, includes; Scrutiny panel reviews, reports, booklets, policies, procedures, committee agendas, grant report registers, agency reports and grant aid applications, 1991-2010	JA/2850	26/11/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Jersey Post	Jersey Post additional deposit of stamp yearbooks, 2012-2014	JA/2640	16/01/2015
Jersey Tourism	Jersey Tourism additional deposit, includes; leaflets, brochures and pamphlets produced by Jersey Tourism about all aspects of Jersey and Jersey events, 2002-2015	JA/2684	27/03/2015
Judicial Greffe	Judicial Greffe additional deposit, includes; Jersey Employment and Discrimination Tribunal Services notification of tribunal decisions, 2006-2010	JA/2629	06/01/2015
Judicial Greffe	Judicial Greffe additional deposit of Public Registry contracts, 2001-2013	JA/2764	17/07/2015
Judicial Greffe	Judicial Greffe additional deposit of Public Registry contracts and Wills of immoveable property, 2003-2014	JA/2782	18/08/2015
Judicial Greffe	Judicial Greffe additional deposit, includes; Samedi Section files on Visites des Chemins Royaux and Voies es Sentes Publiques, 1878-2013	JA/2788	24/08/2015
Office of the Lieutenant Governor	Office of the Lieutenant Governor additional deposit; includes; numerous correspondence files relating to all aspects of the work of the office, c1900-2014	JA/2668	23/02/2015
Office of the Lieutenant Governor	Office of the Lieutenant Governor additional deposit, includes; correspondence files on visits, events, awards, immigration, complaints, the Jersey Field Squadron and photographs, 1957-2008	JA/2766	21/07/2015
Office of the Lieutenant Governor	Office of Lieutenant Governor additional deposit, includes; visitor books, newscuttings, photographs, scrapbook and programme of 1957 royal visit, c1957-2009	JA/2767	22/07/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Parish of Grouville	Parish of Grouville additional deposit of an Electoral Register, 2015	JA/2809	07/10/2015
Parish of St Brelade	Parish of St Brelade additional deposit, includes; Sunday Trading Book, Honorary Police log books, minutes and meeting attendance sheets, 1976-1994	JA/2660	10/02/2015
Parish of St Brelade	Parish of St Brelade additional deposit, includes; correspondence files on Visite Royale, Honorary Police, War Relief Fund, elections and branchage, emergency measures plan, driving licences, refurbishment files, La Baguette, general correspondence files and rates list, 1912-2015	JA/2774	04/08/2015
Parish of St Brelade	Parish of St Brelade additional deposit of Districts 1 and 2 Electoral Registers, 2015	JA/2796	03/09/2015
Parish of St Helier	Parish of St Helier additional deposit, includes; files relating to driving licences, cemeteries, rates receipt books, correspondence with the Attorney General and signed nomination papers, c1918-1990	JA/2632	08/01/2015
Parish of St John	Parish of St John additional deposit, includes; registers of deaths and births, scrapbooks, parish magazines, Confidential magazines, details of Liberation celebrations, Visite Royale, cemeteries and St John's Church, 1930-2014	JA/2710	07/05/2015
Parish of St Lawrence	Parish of St Lawrence additional deposit of an Electoral Register, 2015	JA/2811	08/10/2015
Parish of St Martin	Parish of St Martin additional deposit of road accounts for St Martin Vingtaines, c1980's	JA/2746	18/06/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Parish of St Martin	Parish of St Martin additional deposit , includes; St Martin Mutations and Le Comice Agricole, c1946-2001	JA/2789	27/08/2015
Parish of St Martin	Parish of St Martin additional deposit of an Electoral Register, 2015	JA/2813	08/10/2015
Parish of St Mary	Parish of St Mary additional deposit of an Electoral Register, 2015	JA/2807	06/10/2015
Parish of St Peter	Parish of St Peter additional deposit, includes; annual rates returns, driving license applications and welfare cashbooks, 1970-2008	JA/2757	09/07/2015
Parish of St Peter	Parish of St Peter additional deposit of an Electoral Registers, 2015	JA/2810	08/10/2015
Parish of St Saviour	Parish of St Saviour additional deposit, includes; Account books, electoral lists, rate lists, Honorary Police documents, minutes, photographs, certificates, plans and drawings, c1890-2012	JA/2686	30/03/2015
Parish of St Saviour	Parish of St Saviour additional deposit, includes; birth registers, death registers, parish building documents, marriage licences and general correspondence, c1899-1990's	JA/2778	12/08/2015
Parish of St Saviour	Parish of St Saviour additional deposit of a Rate List, 2015	JA/2806	06/10/2015
Parish of St Saviour	Parish of St Saviour additional deposit of an Electoral Registers, 2015	JA/2812	08/10/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Parish of Trinity	Parish of Trinity deposit of Annual Returns and driving licence applications, 1999-2011	JA/2688	31/03/2015
Parish of Trinity	Parish of Trinity additional deposit of Honorary Police papers, c2000-2005	JA/2696	14/04/2015
Parish of Trinity	Parish of Trinity additional deposit, includes; cash books, committee meeting books, registration of land contracts and volumes relating to the Honorary Police and Civil administration, 1913-2006	JA/2724	27/05/2015
Parish of Trinity	Parish of Trinity additional deposit of an Electoral Register, 2015	JA/2815	09/10/2015
Plat Douet School	Plat Douet School additional deposit, includes; photographs, news cuttings and newsletters, 1999-2010	JA/2634	13/01/2015
Probation Service	Probation and After Care Service additional deposit of child welfare reports, c2004-2011	JA/2648	27/01/2015
Property Holdings	Property Holdings additional deposit of plans, schematics and general correspondence relating to electrical installations of buildings in Jersey, c1970's-1990's	JA/2649	30/01/2015
Property Holdings	Property Holdings additional deposit, includes; documentation relating to Les Landes Primary School, Island Development Plan, St Catherine's breakwater, A I Centre, Highlands College, Western Railway land and the General Hospital flower shop, 1937-2009	JA/2711	11/05/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Property Holdings	Sport, Leisure and Recreation Committee additional deposit of copies of plans of Fort Regent swimming pool, 1969	JA/2793	28/08/2015
Public Health Services	Public Health Department additional deposit, includes; annual death reports, premature deaths, health profiles, school survey results, cancer reg reports, men's health and alcohol reports from the web, 2007-2014	JA/2662	10/02/2015
Receiver General	Receiver General's records additional deposit from the Office of the Lieutenant Governor, includes; correspondence regarding land, sales and enquiries, copies of leases, Gigoulande Mill and Touzel record of 1881, 1959-2004	JA/2709	06/05/2015
Receiver General	Receiver General's records additional deposit, includes; files relating to The Foreshore, Parish Property, Crown Land, Crown Estate accounts, Les Pas Holdings, Les Minquiers and Les Ecrehous, 1935-2004	JA/2714	14/05/2015
Rouge Bouillon School	Rouge Bouillon School additional deposit of admission registers, 1982-1996	JA/2822	21/10/2015
Safeguarding Board	Safeguarding Partnership Board additional deposit, includes; minutes, reviews and reports, 1996-2010	JA/2639	15/01/2015
Springfield School	Springfield School additional deposit, includes; school development plan, millennium calendar, photograph and Cds of photographs of trips, 2000-2007	JA/2756	07/07/2015
St Clement's School	St Clement's School additional deposit, includes; Reception and nursery pack samples, 'Life in Reception' books, school self-evaluations and reports, parents letters and Headmasters minutes, 1999-2015	JA/2856	15/12/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
St Lawrence School	St Lawrence School deposit, includes; attendance and admission registers, log books, PTA minutes and files, newsletters, validated self-evaluation files and head teacher's filing, c1902-2007	JA/2646	26/01/2015
St Martin's School	St Martin's School additional deposit, includes; photographs, plans, evaluation documents, newspaper cuttings and DVDs, c1959-2015	JA/2821	20/10/2015
States Greffe	States Greffe additional deposit of a tax agreement with Romania, 2014	JA/2633	08/01/2015
States Greffe	States Greffe additional deposit of tax agreements with the Republic of Rwanda and Republic of Germany, 2015	JA/2768	23/07/2015
States Greffe	States Greffe additional deposit, includes; scrutiny reports, public accounts committee minutes, projects, reports, order papers, petitions, propositions, Role des Etats and 2014 States debate samples, 1958-2014	JA/2779	12/08/2015
States Greffe	States Greffe additional deposit of Tax Agreements with Korea and the Seychelles, 2015	JA/2783	18/08/2015
States Greffe	States Greffe additional deposit of Voter Turnout and registration campaign material for Election 2014 and Hansards, 2013-2014	JA/2802	22/09/2015
States Greffe	States Greffe additional deposit of lunch menus from Royal and Political visits as well as a copy of 'The Committee System of the States', Parliamentary Supremacy in the Channel Islands and a booklet on The Royal Court House, 1966-2001	JA/2855	08/12/2015

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
States Greffe	States Greffe additional deposit of Jersey Textile Department minutes, 1940-1945	JA/2644	21/01/2015
Statistics Unit	Statistics Unit additional deposit of Jersey in Figures 2014, 2014	JA/2726	29/05/2015
Transport and Technical Services	Transport and Technical Services additional deposit of Victoria College historic drawings c1800's-1900's	JA/2777	10/08/2015
Transport and Technical Services	Transport and Technical Services Department additional deposit of historic Public Works drawings, c1960's-1980's	JA/2830	24/09/2015
Transport and Technical Services	Transport and Technical Services Department additional deposit of Public Works drawings, c1960's-1990's	JA/2839	04/11/2015
Trinity School	Trinity School additional deposit, includes; circulars, newsletters, development plans, action plans, handbooks, photographs, leaflets, minutes, finance information and DVDs, 1983-2014	JA/2824	21/10/2015

APPENDIX B

KEY PERFORMANCE INDICATORS

INDICATOR	2014 RESULT	2015 RESULT	2016 FORECAST	
Number of new collections accessioned	203	235	235	Numbers of accessions should remain stable if public institutions follow retention schedules.
Cubic measurement of new collections accessioned	24 cubic metres	35 cubic metres	35 cubic metres	Includes significant deposit of records from Children's Services currently being used by the Independent Jersey Care Inquiry.
Time until Jersey Archive is full	4.7ys	3.3ys	2ys	Children's Services records described above will add to anticipated transfers.
Newly catalogued records available online	7,796 (250,206 total)	20,957 (270,956 total)	4,780 (275,736 total)	Significant reduction in cataloguing staff in 2016.
Number of retention schedules in place	173	185	190	Majority of public institutions now have retention schedules in place so the 5 year review process is the focus of work.
Number of retention schedules reviewed	7	28	12	12 schedules require 5 yearly review.
Public Access to Jersey Archive – days open per year	161	161	162	Scheduled opening

INDICATOR	2014 RESULT	2015 RESULT	2016 FORECAST	
In person visits to Jersey Archive	3,394	3,170	3,200	In person visits to the Archive have declined slightly with the growth of online use.
Online catalogue visits	37,309	89,488	100,000	Predicted continued increase in online use
Distance enquiries	3,574	3,617	4,000	Predicted continued increase in distance enquiries
Attendance at Archive talks	989	948	950	Talks schedule for 2016 is consistent with 2015



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