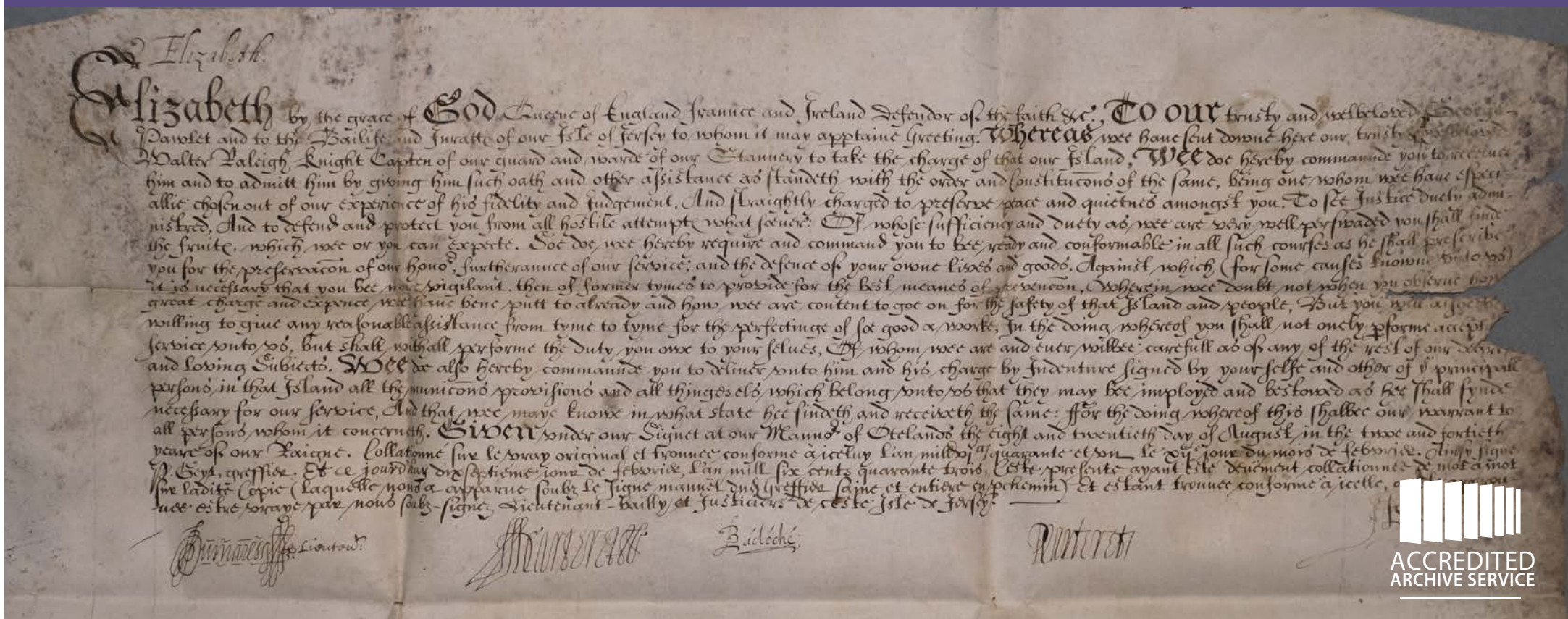


Conserving our Island story

2016 Annual Report on the work of Jersey Heritage and the Archivist under the Public Records (Jersey) Law 2002.



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INTRODUCTION

Archives are unique irreplaceable records which help people around the world to discover the stories of Jersey. They promote accountability and connect us to our Island's identity. They allow us to work with and develop local and online communities and promote the culture and history of the Island to an international audience.

Highlights of Jersey Archive's work in 2016 include;

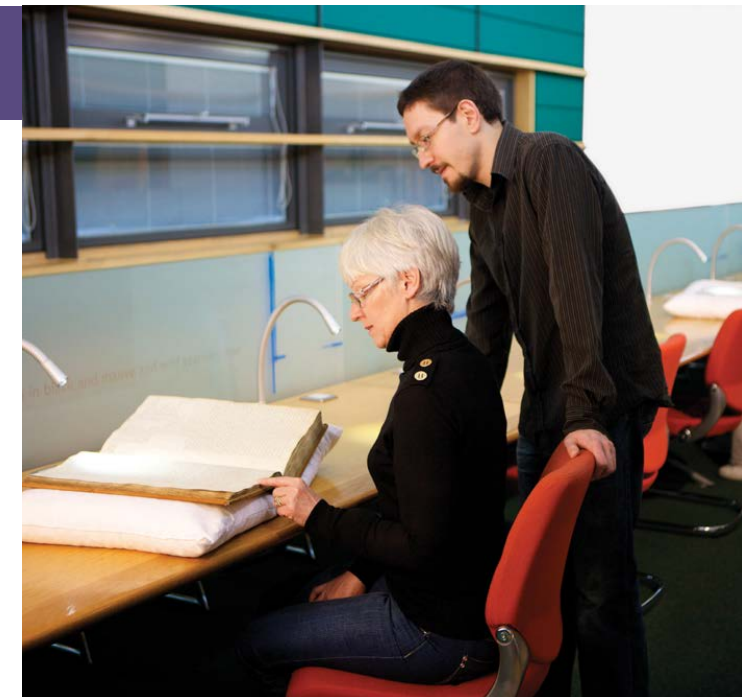
- The addition of over 20,000 catalogue entries to our online resource,
- The addition of over 60,000 digitised images of original records to be searched online,
- A rise in the use of the online catalogue by over 30% to 117,301 sessions,
- A rise of 11% in distance enquiries received by the Jersey Archive,
- The promotion of the services of the archive to individuals with Jersey roots now living in Australia.

During the year volunteers worked on scanning, cataloguing, indexing, repackaging and research projects and in total donated 1,785 hours of support to the archive staff. We continue to have a strong partnership with the Channel Islands Family History Society who provide volunteers to help members of the public with their research on days that the archive is open to the public.

In 2016 we also developed our digital transfer process, working with the Information Management team at the Chief Minister's Department. We can now receive transfers of digital records via the States Network and digital material is starting to be transferred from public institutions.

The end of 2016 saw the completion of a three year funding agreement with the Chief Minister's Department to provide records management and cataloguing services to public institutions and assist those institutions in their preparation for the Freedom of Information Law.

The funding agreement led to significant developments in records management within the States with all major public institutions now having retention schedules in place. Cataloguing of public records also benefitted with over 50,000 records catalogued during the course of the agreement, 90 cubic metres of physical records were transferred to Jersey Archive for storage.



Jersey Archive 2017

The end of the three year funding agreement with the Chief Minister's Department led to a reduction of 35% in staff numbers at Jersey Archive from 2015 to 2017. In direct contrast to this reduction in staff numbers the archive service is now managing more records, more retention schedules, increased numbers of digital transfers, more enquiries from both public institutions and members of the public and working under the legislative requirements of both the Public Records and Freedom of Information Laws.

It is vital that we work with the States of Jersey to seek additional funding in the next Medium Term Financial Plan for permanent records management, digital preservation and cataloguing resources at Jersey Archive. This will ensure that we are able to fully meet the increased regulatory and legislative requirements that have been placed on the service.

Archives have a key role in ensuring the authenticity, accountability and accessibility of public records. The Archive acts as an impartial guardian of our recorded heritage, allowing all individuals to access material that helps tell the stories of who we are and how we got here.

The Jersey Archive needs increased resources to allow us to work with public institutions to identify public records, transfer and preserve both physical and digital material and catalogue that material to provide access for all.



Linda Romeril
Archives and Collections Director, Jersey Heritage





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

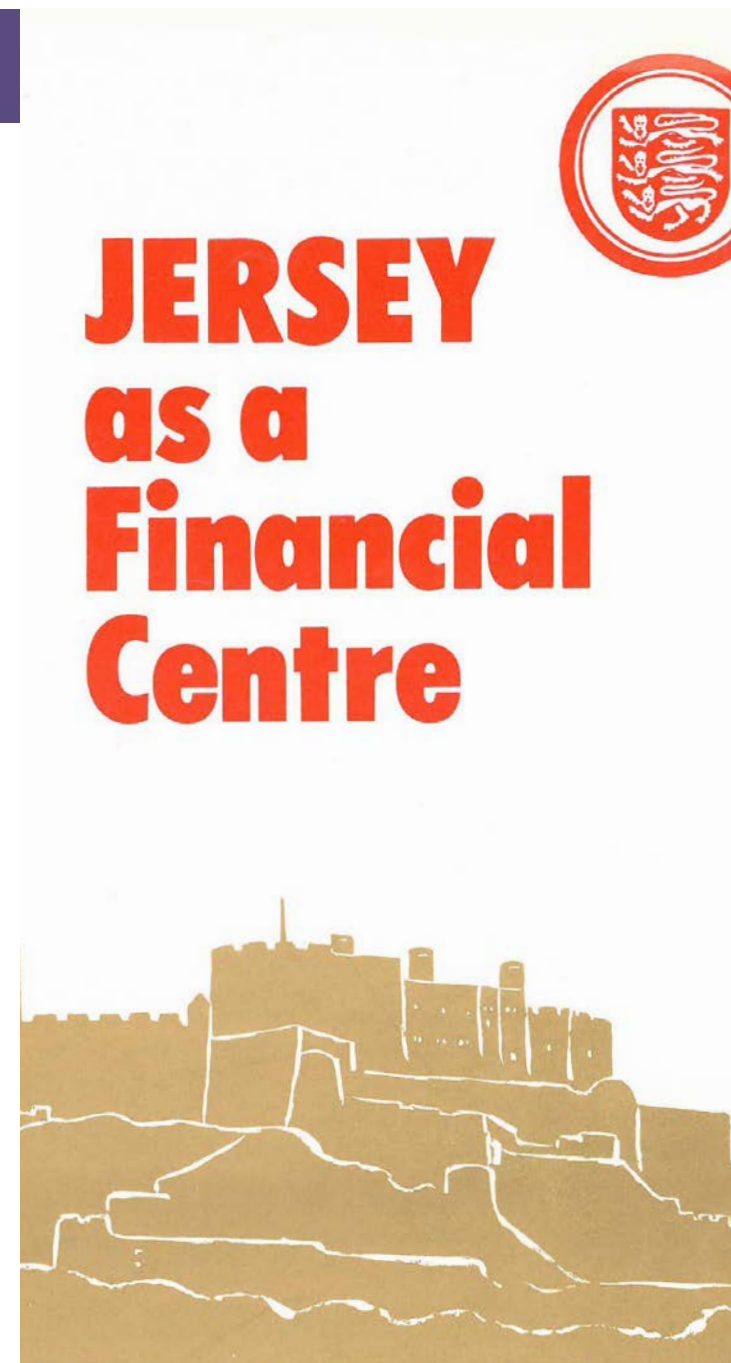
FREEDOM OF INFORMATION & CLOSED RECORDS REQUESTS

Case Study

Jersey Archive is responsible for managing the archival records of the States of Jersey and all public institutions, thus ensuring that these documents are held in an impartial, secure environment. Just under 5% of catalogued documents at Jersey Archive are exempt from public access for periods of up to 100 years under the Freedom of Information (Jersey) Law. The archive is committed to ensuring that people are aware that closed records exist and to making sure that applications to view the records are managed appropriately.

In 2016 we received 134 enquiries from public institutions and individuals relating to requests for access to closed records. These included a number of family history queries and also broader enquiries into the development of Jersey.

One of these requests was from an individual working on the history of smaller territories and their role in promoting economic globalization c. 1920s-1980s. The files requested included those relating to Jersey's role as a Major Financial Centre and the role of the Finance Industry in the Jersey Economy.



PROPOSITION

are asked to decide whether

to approve, in principle, the
Regent Development Corporation
development of Fort Regent
report dated 13th February
drawings numbers -

(1) 521/846, 522/846
development of
Rotunda;

(2) 524/846, 525/846
redevelopment of

(3) 440/846, and 472
ion of additional
the Pier Road M

STATES ASSEMBLY PROPOSITIONS

Case Study

Jersey Heritage has been working with the States Greffe to ensure that the historic documents of Government are as widely accessible as possible. In 2016 we received digital copies of propositions lodged by States Members for debate by the Assembly from 1985 - 1996. Propositions from this date are available on the States Greffe website.

The propositions are currently being catalogued and the full text uploaded to the Jersey Archive online catalogue as a pdf file. They can be searched by the name of the individual or committee lodging the proposition and the subject under debate.

Propositions uploaded and catalogued from 1985 include;

- Draft Family Allowance Regulations lodged by the Social Security Committee,
- Rediffusion Cable Television: Removal of Ban on Local Advertising lodged by Senator R J Shenton,
- Fort Regent: Further Development Proposals lodged by the Fort Regent Development Committee,
- Draft Queen's Valley Reservoir Law and numerous amendments,
- Fuel Oil Prices: Committee of Inquiry lodged by Senator J P Sandeman.



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.

WORLDWIDE LINKS - AUSTRALIA

Case Study

In 2016 58% of the public sessions on our online catalogue originated from outside of the Island. This shows that, whilst online resources are important for the local community, they also constitute an excellent way to engage with people outside the Island and allow them to discover more about Jersey and its people. The UK made up 30% of public sessions with Australia in third with just over 5%, the United States with 4% and France and Canada both with 3%.

The online catalogue allows individuals to pay an annual subscription to download digital images of archives or to use the pay per view function to order specific documents. When we look at the revenue generated by the online catalogue 42% of income originates from online users in the UK, 8.5% from Australia and 7.5% from the US.

During the 19th century we know that thousands of Jersey men and women, such as the Mauger, Noel, Amy, Renouf, Le Cornu, Nicolle, Cabot, Hamon, de la Haye, Romeril, de Gruchy and Le Quesne families, left the Island to start a new life in Australia. A small number were convicts transported from Jersey, however the vast majority were looking for opportunities to settle and own their own land as a result of an economic downturn in the Island in the 1870s and 1880s.



Many Jersey residents took advantage of the Australian gold rush of the 1850s and it is estimated that as many as 6,000 people may have left the Channel Islands for Australia between 1852 and 1855.

In 2016 we decided to promote the online archive service to Australian audiences by contacting Archives and Family History Societies and offering to promote our records in their publications. The response from Australia was excellent and the Jersey Archive is now linked on all State Archive websites and has been promoted through articles in the five major family history publications. We are also due to deliver a live webinar to members of the Society of Australian Genealogists in March 2017. The promotions have led to 30% increase in Australian users this year.

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.

VOLUNTEERING AT JERSEY ARCHIVE

Case Study

In 2016 Jersey Heritage volunteers donated 1,785 hours of support to Jersey Archive. Channel Islands Family History Society volunteers spent 960 hours helping members of the public with their research and providing invaluable support to archive staff working at the help desk.

One of the most popular recent developments in our volunteering programme has been the chance for volunteers to come and help research our What's Your Street's Story talks. In 2016 12 volunteers worked with 2 members of staff to find the stories of the people and streets of Jersey, discovering more about Stopford Road and Sion. Volunteers are now working on the 2017 programme and the following responses show their enthusiasm for the project;

"If you would consider me once more for your community research I would love to be included."

"I really enjoyed 'getting involved' this year so would be willing to come again next year."





TALKS & TOURS

Case Study

Jersey Archive staff engage with the local community through a series of talks, tours and reminiscence sessions which take place both at Jersey Archive and at venues around the Island. In 2016 1,310 people attended a talk and over 80 people visited the Jersey Archive on behind the scenes tours.

Our talks can be aimed at all ages and include school assemblies, school projects such as Hautlieu's Guardians of the Past event which focuses on the First World War period, talks given as part of the Channel Islands Heritage Festival, a talk on medieval charters given as part of the Société Jersiaise Medieval Conference, talks to the University of the Third Age and to local groups such as the WI and Inner Wheel Club.

"Thank you so much for such an informative and comprehensive talk yesterday. Everyone thoroughly enjoyed it and many said they wish you could come every year."

"I hope you enjoyed your day on Friday as much as the students who were enthused with hearing about what Jersey Archives has to offer! I just wanted to reiterate my thanks for your efforts; it was another really successful event which simply can't flourish without the support of people like you."

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

HOUSE HISTORY RESEARCH

Case Study

Researching the history of a property or street gives individuals living in an area a great sense of connection with their local community. By using archive resources they can find out more about their own house and discover the stories of the people who lived there. House history allows all those living in Jersey to use the archive to find out more about their community, regardless of the length of time that they have lived in the Island.

Jersey Archive provides free access to the digitised records of the Public Registry. The Registry itself was established in 1602 and the Archive holds digital copies of all transactions from this date. The Registry can be searched by those buying or selling property in the Island. In 2016 a number of individuals came to the Archive to find out more about their properties and the history of the people who lived in them.

As a result of our Stopford Road, What's Your Street's Story talk we received the following request from a family who lived in the area:

"My children are very interested in finding out about the history of Stopford Road, as we live at No.11 Stopford Road"

We were able to help the family find out that their house was originally the Stopford Road sub post office which was opened in spring 1914 with William Henry Willmetts, a baker at 9, Stopford Road being appointed as the sub-postmaster. The property in which the post office was located was purchased by William Willmetts in 1921 and remained in the family until 1973 when the office closed. In common with many of the properties in the area 11, Stopford Road appeared to have been built by a property developer, John Phillips in the early 1840s.

PUBLIC RECORDS LAW COMPLIANCE

The Public Records Law was introduced in 2002 to ensure that records produced by Public Institutions are correctly managed.

The Law gives Jersey Heritage, the Archivist and Public Institutions 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

Good records management tracks each physical or digital record through its lifecycle from creation through use to eventual disposal – either to be stored as part of the historic record of the Island or to be confidentially shredded. Jersey Heritage and the Archivist’s role is to work with public institutions to identify which records should be designated as archives and how long other records should be kept for legal and administrative reasons.

Under the law the Archivist is responsible for working with each public institution to produce a retention schedule which identifies each type of record created, the length of time it should be kept by the institution for and whether it has long-term archival value.

The criteria used by the Archivist in determining archival value is set out in the Jersey Archive appraisal policy and summarised below:

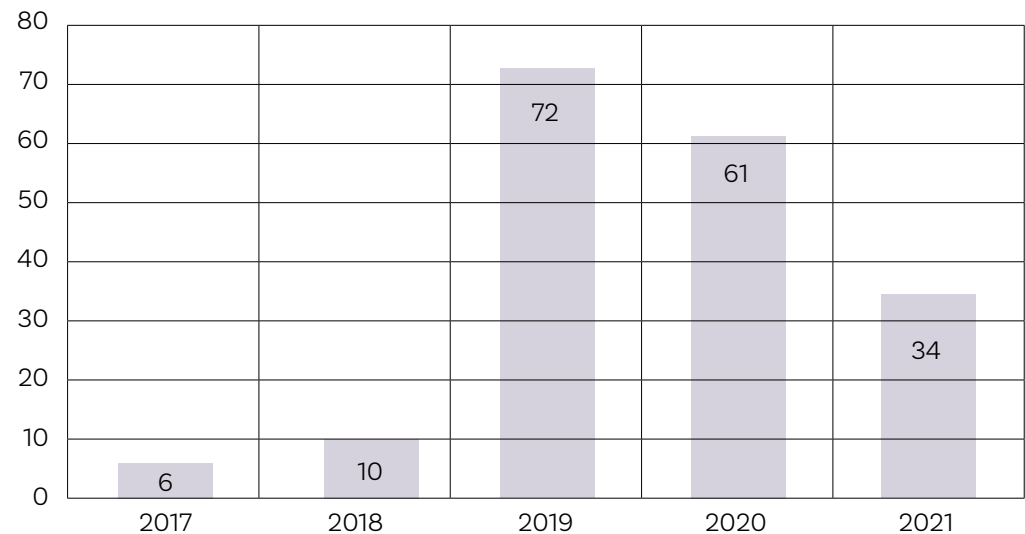
- Records that show Jersey’s social development, including demographic, cultural and economic change;
- Records that document change, continuity and development in Jersey over time and assist with the historic interpretation of such changes;
- Records that show States’ administration’s policies, procedures 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.

The Freedom of Information implementation process gave additional temporary resource to Jersey Heritage to allow the Archivist to have assistance in working with all institutions to produce schedules to assist in the management of records.

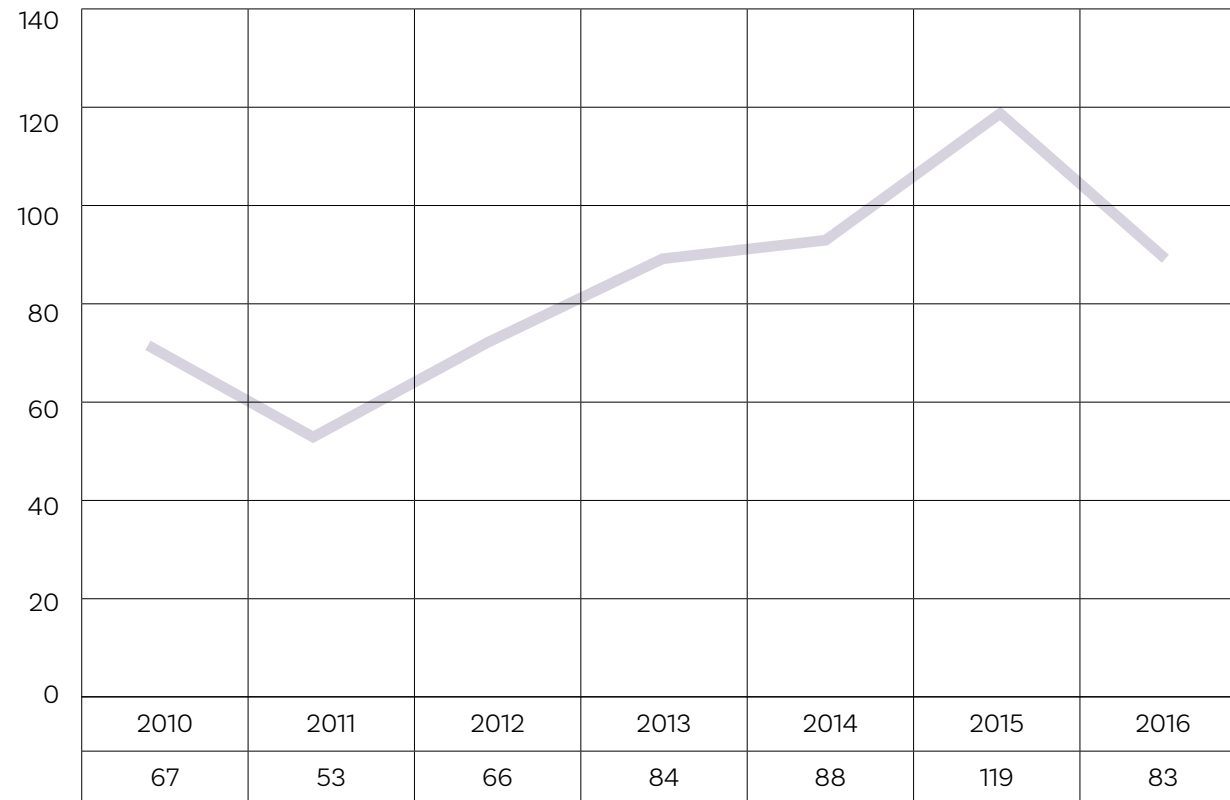
A total of 192 retention schedules now exist across the public institutions and regular reviews of schedules are taking place to reflect changes in responsibilities and functions.

However, from 2017 onwards there are no additional resources from the States of Jersey for records management services provided by Jersey Archive. With the following schedule of reviews due over the next 5 year period and a limited number of staff to carry out this work, this will mean that the excellent work put in place since 2014 is in danger of becoming outdated and unfit for purpose:

Number of Schedules due for 5 year review



Number of Collections Transferred under Public Records Law



TRANSFER

In 2016 83 new collections of records were received from public institutions, a total of 28 cubic meters and 2,943 electronic files of archival records. Each new physical transfer is cleaned, repackaged and accessioned with basic details of the collection recorded on the adlib database.

The increased rate of transfer seen in 2015, after the introduction of the Freedom of Information (Jersey) Law, has returned to 2013-2014 levels in 2016.

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 2016.

PHYSICAL & DIGITAL STORAGE

In 2016 28 cubic metres of public records and 3 cubic metres of private records were transferred to the Jersey Archive. This brings the total amount of archival records physically stored to 759 cubic meters leaving 1.3 years of space for additional records if current rates of collection continue.

Planning for the new strongroom block at Jersey Archive has continued throughout 2016 with the planning application for the new extension submitted in October 2016 and approved in January 2017. Construction of the new strongroom block is due to start in the summer of 2017 with the project completion date currently expected to be late 2019. The new strongroom block will provide an additional 588 cubic metres of storage space at the Jersey Archive and also a dedicated server room for storage of digital records. The new block should allow for at least 25 years of expansion space.

Transfers of digital public records have increased in 2016. Jersey Archive has worked with the Information Management team at the Chief Minister's Department to develop a new method of digital transfer allowing States of Jersey network users, with appropriate permission, to transfer files to a States networked computer at the Jersey Archive.



ENVIRONMENT

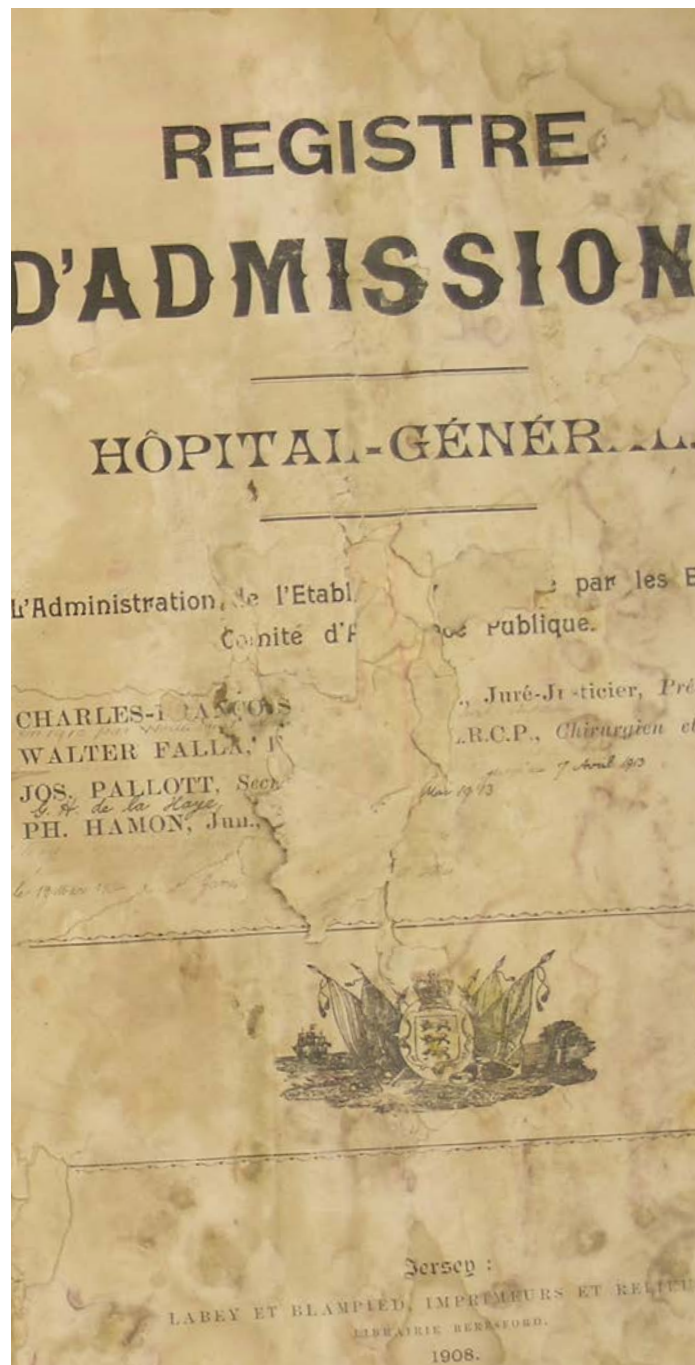
Ensuring a stable, clean environment for storage of records at Jersey Archive is essential for the long-term preservation of the material.

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. In 2016 both the European and British Standards for storage were subject to review with the new standards yet to be published. Jersey Heritage has reviewed the draft standards and taken advice from Chris Woods at the National Conservation Service to ensure that any changes have been accounted for in the design of the new repository block.

The proposed new British Standard, BS 4971, has developed the current advice for the preservation of film and negative collections, concluding that these vulnerable materials should be stored at sub-zero temperatures to ensure their long-term survival. The standard recommends the following climates which have all been incorporated into the current strongroom extension project:

- A - Standard archival climate of 13-20 °C and 35%-60% RH for paper and parchment
- B - Standard archival temperature of 13-20 °C but a lower RH of 30% - 50% RH for photographs
- C - Sub-zero temperature climate of -20 °C with documents stored in a sealed enclosure at 30% - 50% RH for film and negatives





CONSERVATION & PRESERVATION

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.

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 2016 we used an external firm of archive conservators to repair 27 volumes. These included an admission register from the Jersey General Hospital dating from 1908 – 1914 and a volume giving details of the appointment of Procureurs or Attorneys from 1764 – 1769. By conserving these items we have ensured that their long-term preservation is secure and that they can be accessed by current and future generations.

Hospital admission registers are particularly important for family, social and medical research. The hospital

admission register that has now been conserved includes the names, ages and places of birth for each individual who was treated in the hospital. The reasons for admission are also included and give us an interesting oversight of the diseases prevalent in Jersey at the start of the 20th century. At this time the hospital also functioned as a poor house and for many the reason for admission is simply given as 'indigence' or poverty.

Individuals mentioned in the register include 8 year old Eugène Alexandre Joseph Le Feuvre who was one of a number of children admitted with Diphtheria in the winter of 1908/09 and Marie Esther the daughter of Philippe Marie who was born in Grouville in 1827. Marie was admitted to the hospital in December 1908 on the grounds of poverty.



D/Y/K5/12. BEFORE

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 the functions of central and local government as well as the Judiciary. 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 2016 staff catalogued public records from The Bailiff's Chambers, States Greffe, States of Jersey Police, HM Prison Service, Department for Infrastructure, Health and Social Services, Customs and Immigration, Department of the Environment and the Judicial Greffe. Jersey Archive also worked with a significant number of volunteers and with the Social Security Department's Community Jobs Fund scheme to catalogue, index and digitise individual pages and documents of particular interest to family historians.

The records catalogued in 2016 allow us to discover more about significant global events that impacted the lives of Islanders, such as the introduction of conscription in Jersey during the First World War. The records also show events of local significance such as the papers concerning the Gas Works Explosion of 1982.

M.S.-2.

JERSEY.
MILITARY SERVICE ACT, 1917.

Name of Tribunal *Central* Number of Case *13/7*

APPLICATION AS TO EXEMPTION.
(The attached duplicate must also be filled up by the Applicant).

Any person making a false statement or false representation is liable to imprisonment.

- Man in respect of whom application made:—
 - Name (in full) *Blampied - Clifford George.*
 - Age last birthday *39* - ~~100~~ Date of birthday *March 10. 1879*
 - Married or single *Single* If married, date of marriage
 - Address (in full) *7. Elizabeth Place.*
 - Address at date of National Registration (15th August, 1915) *do.*
 - Occupation, profession or business (Give full and exact details)
Fittings Clerk, Jersey Gas Light Co.
- Whether engaged in the same or a similar occupation before 15th August, 1915. *y*
If so engaged, (a) The precise occupation
(b) How long employed in the occupation before 15th August, 1915 *20 yrs*
(c) Name and address of last employer when so employed before that date
- (a) Name of present employer, if any *Jersey Gas Light Co.*
(b) Address (in full) ...
(c) Business ...
- Ground on which application is made. (See footnote on back of duplicate. It will be sufficient if the letter (a), (b), (c), (d) or (e) (whichever is appropriate), is entered.) *A*
- Nature of application. (A certificate of exemption may be absolute, conditional or temporary).
Continuous Conditional

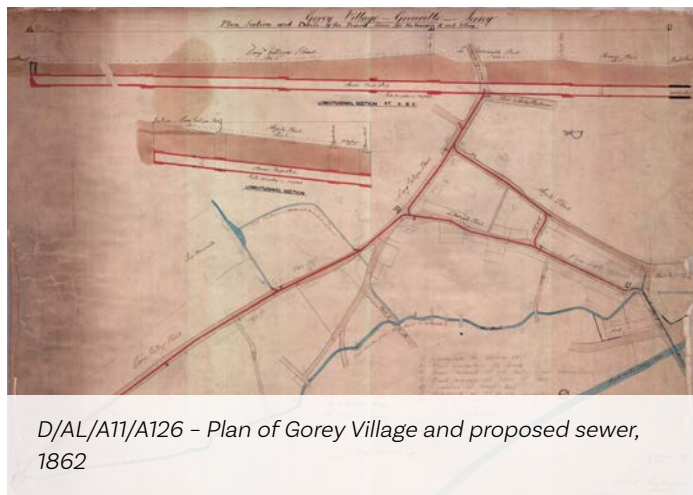
D/Y/R2/13/7 - Appeal case of Clifford George Blampied, heard before the Military Service Act (Jersey) 1917 Central Tribunal, 1918



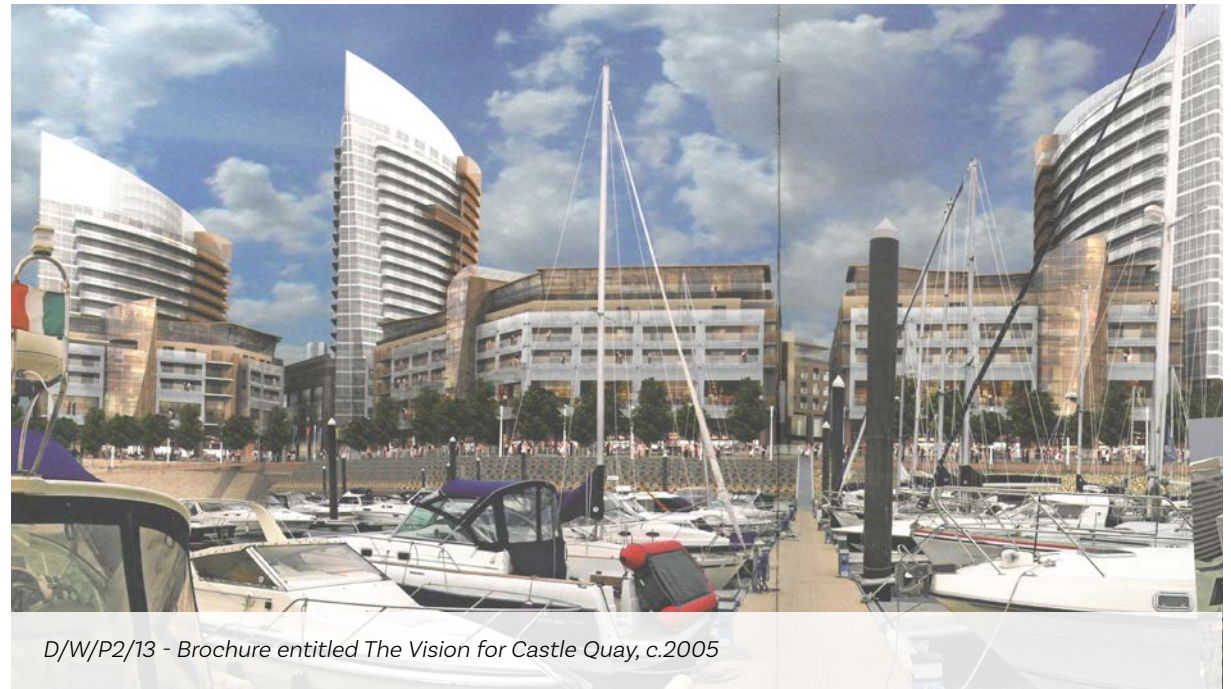
D/Y/Q4/30 - Judicial Greffe Collection - Tracing of Design for West Window, Fishermen's Chapel, St Brelade by Henry Thomas Bosdet, 1915



D/AF/A1/19 - Police Photograph Album, entry for Augustin Le Villio and Jean Reni Eon, sentenced for blackmail in 1912.



D/AL/A11/A126 - Plan of Gorey Village and proposed sewer, 1862



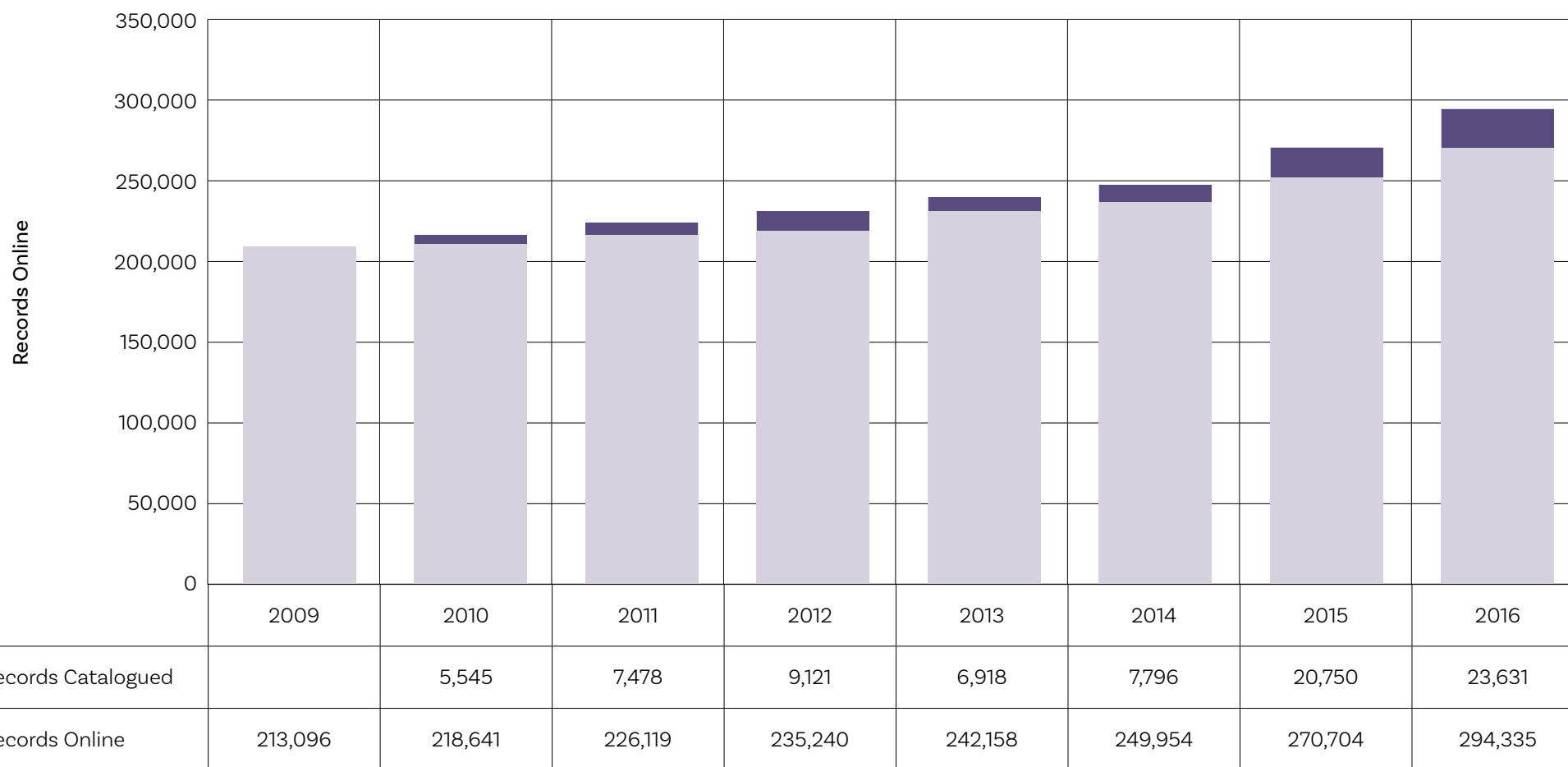
D/W/P2/13 - Brochure entitled The Vision for Castle Quay, c.2005

At their heart archives tell the lives and stories of the individuals who are mentioned in documents. The States of Jersey Police Photograph Albums contain mugshots of criminals in the early years of the 20th century and the entries in the Jersey Transportation Register show individuals who were deported from the Island for places such as Australia.

As well as political and personal developments the archives catalogued in 2016 also show us the proposals and changes to our physical environment, with catalogued collections including minutes from the Island Development Committee in the 1960s, plans from the Department of Infrastructure of Gorey Village in the 1860s and more recently a 2005 brochure showing the vision for Castle Quay.

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.

Number of Records Catalogued and Available to Search Online



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.

From September 2016 – January 2017 the Archivist worked with public institutions to provide details of and access to over 200 records that were due to be reviewed. Each institution then decided whether the files should be opened to the public or if they should be subject to exemptions under the FOI law. Over 150 records reviewed in 2016 were opened for public consultation at Jersey Archive.

REGISTRATION CARD.

ame first in Roman capitals).

S E L I N Henry Pierre Marie

TY French by parentage. Born on 5/9/1916

NATIONALITY (if any)

N or OCCUPATION **Farmwork**

st residence outside U.K.


NT SERVICE. (10) PH.

or other papers as to nationality

ate No. 618 issued

s, Jersey, on

1933



Case Study

Inquest notes taken by H V Benest, Acting Viscount in the years 1940 - 1941, give us some additional details into the events leading up to the Occupation of the Island in July 1940. The inquest is that of Bienaime Vrac who was born on 22nd July 1893 in St Helier and was working at the Airport in June 1940.

On 19th June 1940, the inquest shows that a number of French planes were flying through the airport stopping to refuel in the Island and carrying Officer's fleeing occupied Europe. Mr Vrac had been told to pick up some documents that were 'flying about' and take them back to the French Officer of the French plane to see if they were of any importance. Mr Vrac gave the papers to the Officer and, whilst stepping away, was caught by the propeller of a plane that was readying for departure.

Only a few days earlier on 17th June a plane evacuating Charles de Gaulle from Bordeaux had also stopped in the Island to refuel before flying on to London. The book also records the inquests into those killed during the air raids at La Rocque Harbour and the Albert Pier just prior to the Occupation of the Island.

30th December , 1915 .

Sir

I have the honour to transmit herewith the petition of Frederick John Smith a prisoner detained in the Jersey Public Prisoner under a sentence passed on him for Bigamy by the Royal Court of Jersey on the 13th October , 1915 . The duration of the sentence is for one year .

Attached to the Petition is a certificate signed by the Medical Officer of the Jersey Public Prison .

I have the honour to request that you will be good enough to forward this Petition and certificate to the Secretary of State .

ACCESS

In 2016 The National Archive launched a consultation with members of the archive and heritage sectors and also users of archives. The consultation process is due to feed into a new strategic vision for archives which builds on Archives for the 21st Century a document first produced by The National Archive in 2009 and then updated in 2012.

One of the key recommendations made as part of the Archives for the 21st Century report is for 'Comprehensive online access for archive discovery through catalogues and to digitised archive content by citizens at a time and place that suits them.'

Jersey Heritage has embraced the move towards digital access as a key development of the archive service, allowing users around the world to interact with archives at a time and place that is suitable for them. In 2016 we added over 60,000 additional images to our online catalogue including popular family history collections such as hospital admission records and wills and testaments and significant Occupation collections including the German Courts trial papers for locals committing crimes including acts of defiance against the German authorities.

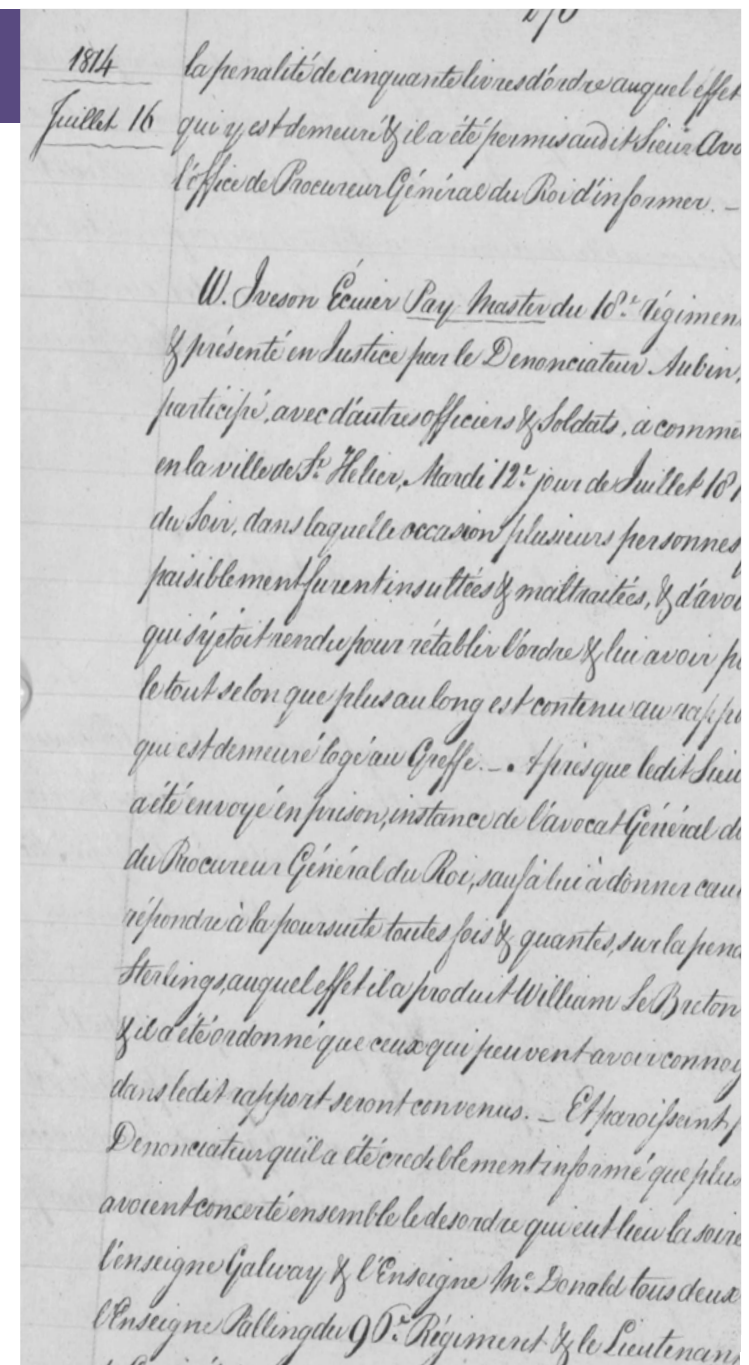
The Jersey Heritage online catalogue also gives us the opportunity to index records in detail and open up access to records that were previously unindexed and difficult to search. We have started a programme to add details and images from the Criminal Court

registers to the archive catalogue and entries can now be searched online and images giving details of trials downloaded.

Cases that are now available to download date from the late 18th century and include that of Thomas Dullivan, accused of having stolen 8 ducks from Marie Duval, a French citizen, and sold them to Nicolas Le Quesne, Daniel Dolbel who is required to pay his share towards coastal protection works, William Iveson, Pay Master of the 18th Regiment who is in Court as a result of his involvement in a violent disturbance in St Helier and Jean Nicolle on trial for playing cards in an unlicensed house in St John.

In 2016 there were 117,301 sessions on the online catalogue an increase of 31% on figures from 2015. Sales of annual subscriptions to the catalogue and pay per view for individual documents totalled just over £19,000 for 2016.

Whilst online visits to the archive catalogue increased in 2016, in person visitors to the archive declined by 9% to 2,901 in person visits during the year. Distance enquiries from individuals and public institutions increased by 11% to 3,366.



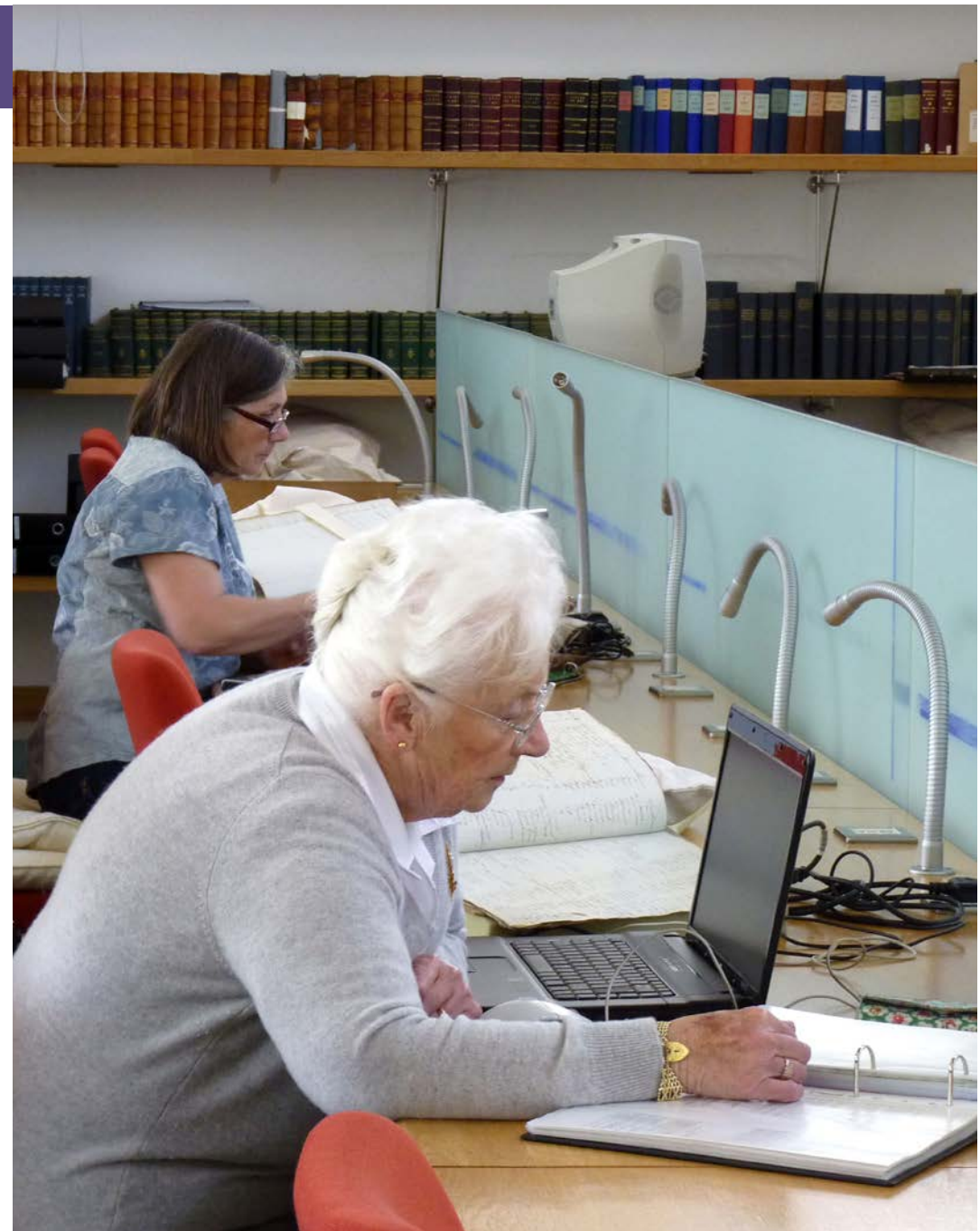
COMMENTS FROM USERS

"And a quick word of appreciation from me. You are providing a fantastic service, which will greatly facilitate research about the Island's history - of which we need much more."

"I've been regularly checking the records since I first took out my subscription last year, and have been delighted to find new records available online relating to my family. I've found my grandmother, uncle and mother in the 1915 Hospital Admission Register, and only yesterday I found my half-sister's 1937 baptism in the Methodist Index Cards."

"I recently visited the Archives, as you may recall, and I wanted to say "THANK YOU" for all the assistance I was given by yourself and other Archives staff, to locate items of interest to me. I am home in Australia now, and have received the copies I requested from diaries I looked at, which is a great help to my research."

'Many, Many thanks for all your help and patience; we have gained so much here and all the staff are beyond helpful and very knowledgeable. Look forward to another visit. I wish all family research centres were as helpful as yours.'



MANAGEMENT & 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.

In 2016 the Panel met on 5 occasions and discussed the role of the Panel, the new archive strongroom project and new European and British standards, the need for additional funding for the archive, current archive staffing levels, opening hours, digital preservation, fundraising, review of retention schedules and education and outreach programmes.

The Panel has also invited a Trustee from Jersey Heritage to attend their meetings and have provided written advice to the Minister for Economic Development, Tourism, Sport and Culture and the Chief Executive.

In 2016 the Jersey Archive took part in the Public Service Quality Forum Group's survey of users of archives. The user survey scored the Archive staff with a total of 9.9 out of 10 for quality and appropriateness of advice and a total of 9.5 out of 10 for the overall experience of the archive. Areas with the lowest satisfaction continued to be computer speed and opening hours with 31% of people falling outside the fairly or very satisfied bracket.

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

'The 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.'

APPENDIX A

Public Records transferred in 2016

Public Institution	Description	Accession Number	Accession Date
Andium Homes	Andium Homes collection: Includes: Victoria Cottage Homes visitors' books, 1903-1996.	JA/2954	25/05/2016
Chief Minister's Department	Chief Minister's Department additional deposit. Includes: Digital files relating to Freedom of Information Implementation, 2014-2016	JA/2955	26/05/2016
Chief Minister's Department	'Protect and Survive' leaflet from the Springfield Emergency Planning Bunker, 1980.	JA/2991	02/08/2016
Chief Minister's Department	Chief Minister's Department additional deposit of FOI posters and leaflet, 2014	JA/2881	29/01/2016
Children's Service	Children's Services additional deposit of Elizabeth House day book, 1965	JA/2889	18/02/2016
Comité des Chefs de Police	Comité des Chefs de Police deposit of Jersey Centeniers meeting minutes and minutes of quarterly and annual meetings, 1989-2005	JA/2897	25/02/2016
Customs and Immigration Service	Customs and Immigration additional deposit. Includes: Royal Court case files, 2011-2016	JA/3017	30/09/2016
Customs and Immigration Service	Hard disk drive containing digital copies of microfilmed aliens cards. Dates of cards c.1920-1970s.	JA/2961	06/06/2016

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Public Institution	Description	Accession Number	Accession Date
Department For Infrastructure	Department for Infrastructure deposit of rolls of plans.	JA/3033	02/11/2016
Department For Infrastructure	Department for Infrastructure additional deposit. Includes: Tree Advisory Council/Tree Council files, 1977-2002	JA/3010	20/09/2016
Department For Infrastructure	Department For Infrastructure additional deposit. Includes oversize aerial photograph of the airport taken by BKS Surveys, 1958. Includes digital copy.	JA/3008	14/09/2016
Department For Infrastructure	Department for Infrastructure, Parks and Gardens Section. Deposit of 6 certificates awarded for best park, parish in bloom, family friendly environment, 1992-2009.	JA/3032	26/10/2016
Department For Infrastructure	Department For Infrastructure various documents, 1969-2003 (predominantly 1990s).	JA/2922	25/04/2016
Department For Infrastructure	Driver and Vehicle Standards Department additional deposit, 1942-2012 (Predominantly 1970s-2000s).	JA/2897	25/04/2016
Department For Infrastructure	Department for Infrastructure additional deposit. Includes: Wartime diaries of the department, 1940-1946	JA/2946	20/05/2016
Department of Environment	Environment Department additional deposit of Standing Building surveys, 2013-2014	JA/2895	22/02/2016
Digital Jersey	Digital Jersey Collection, includes; certificates, memos, financial statements, press releases, terms and reports, 2012-2015	JA/2882	29/01/2016
Economic Development, Tourism, Sport and Culture	Economic Development Department additional deposit, includes; EDTSC paperwork on intellectual property, gambling, air and sea transport, broadcasting, JCRA and Competition Law, 1959-2014	JA/2896	24/02/2016

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Public Institution	Description	Accession Number	Accession Date
Economic Development, Tourism, Sport and Culture	Economic Development, Sport, Tourism and Culture department, Sport Section deposit. Includes photographs of the development of Fort Regent, 1977-1978, printed Actes des Etats, Jersey Life Magazine, June 1966, and a Fort Regent guide, 1988.	JA/3053	08/12/2016
Economic Development, Tourism, Sport and Culture	Economic Development, Tourism, Sport and Culture Department, Channel Islands Lottery Section deposit of sample lottery tickets, 1997-2017	JA/3051	01/12/2016
Education Department	Education Department additional deposit of Directorate and Policy files, 1981-2012	JA/2900	29/02/2016
Education Department	Education Department additional deposit. Includes: Education Support Team student files for individuals with dates of birth in 1989 & 1990 (one in 2016).	JA/2956	26/05/2016
Education Sport and Culture Department	Education, Sport and Culture additional deposit; Includes: Partnership agreement with Le Don Balleine regarding L'Office du Jërriais and two publications, La P'tite Sente and Lé Neu C'mín, 2009-2015?	JA/2941	13/05/2016
Employment and Social Security Department	Social Security additional deposit of Data Sharing Agreements, c.2008-2017	JA/2865	07/01/2016
Employment and Social Security Department	Social Security additional deposit. Includes: Health and Safety Inspectorate accident files, 1982-2007	JA/2953	25/05/2016
Employment and Social Security Department	Social Security additional deposit of sample forms regarding health, pensions, work zone & back to work schemes, 2013-2015	JA/2942	13/05/2016

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Public Institution	Description	Accession Number	Accession Date
Fostering and Adoption Jersey	Fostering and Adoption Jersey (Childrens Service) additional deposit. Includes: Court Orders relating to children placed at the Jersey Home for Boys, responses to adverts for Foster Carers, correspondence and queries relating to foster children, medical correspondence from Public Health and details of job applications made to Haut de La Garenne all from late 1940s and 1950s. Also contains birth certificate for an individual.	JA/2943	13/05/2016
Grainville School	Grainville School additional deposit, includes; Governing Body minutes, agendas and AOB, Grainville School Association minutes and AOB, Grainville School Achievements and a copy of 'A framework for the curriculum in Jersey, Part 2', 1995-2010	JA/2863	05/01/2016
Health and Social Services Department	Health and Social Services additional deposit of photographs and cuttings from Sandybrook Hospital, c.1960s-1970s	JA/2867	11/01/2016
Health and Social Services Department	Health and Social Services additional deposit. Material relating to the Limes Nursing Home and Sandybrook Hospital. Includes: ward register, 1981-2012; photographs of buildings, staff and residents, c. 1968-2015.	JA/2967	16/06/2016
Health and Social Services Department	Health and Social Services additional deposit. Includes 2 items found at St Saviour's Hospital, a Commonwealth trans-Antarctic expedition certificate belonging to A C Black, 1957, and a photograph of an unknown pilot, possibly WW1.	JA/3043	19/11/2016
Health and Social Services Department	Health and Social Services additional deposit of a petition relating to abortion law, 1994	JA/2893	18/02/2016
Home Affairs	JMAPPA (Jersey Multi-Agency Public Protection Arrangements) meeting profiles relating to named individuals, 2010-2014	JA/2962	06/06/2016
Jersey Airport	Ports of Jersey additional deposit, includes; Customer Relationship Information files, desk diaries and log books, 1990-2009	JA/2890	18/02/2016

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Public Institution	Description	Accession Number	Accession Date
Jersey Harbours	Ports of Jersey additional deposit. Includes scrapbooks and photographs, c.1920s-2000s.	JA/2970	22/06/2016
Jersey Heritage	Jersey Heritage Filing, 1980s – 2000s.	JA/2997	12/08/2016
Jersey Heritage	Sound recording of an interview with Susan Lea (née Greenwood) conducted by Lucy Layton for Jersey Heritage about the Boot family, 20/07/2016	JA/2994	09/08/2016
Jersey Heritage	Jersey Heritage deposit of Community Learning Team material, c.1986-2012	JA/2915	13/04/2016
Jersey Heritage	Jersey Heritage additional deposit: 3 files on portrait commissions, 2009, 2010 & 2012.	JA/2927	27/04/2016
Jersey Heritage	Jersey Heritage additional deposit of material from the States of Jersey 'Shaping the Future' event collected by Jersey Archive staff, 2014	JA/2933	06/05/2016
Jersey Heritage	Jersey Heritage additional deposit. Includes: exhibition files, portrait commissions, artists files. [Contains photograph album of Sir Francis Cook's first wedding c.1928]	JA/3025	14/10/2016
Jersey Heritage	Jersey Heritage additional deposit. Includes: exhibition files, portrait commissions, artists files.	JH/3025	08/10/2016
Jersey Heritage	Jersey Heritage additional deposit of sponsorship contract documents, 2016	JA/2862	05/01/2016
Jersey Heritage	Jersey Heritage Visitor Comment Books c.2013-2016	JA/3048	29/11/2016
Jersey Heritage	Jersey Heritage additional deposit, includes; Historic Buildings photo albums, paperwork relating to planning permission and works on Elizabeth Castle, condition audits, surveys, reports, assessments, applications and conservation plans for all sites, Mont Orgueil photographic archive CDs, archaeological surveys and bat survey, c1980s-2010s	JA/2878	25/01/2016

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Public Institution	Description	Accession Number	Accession Date
Jersey Heritage	Jersey Heritage additional deposit. Includes: Quarterly reports, 2005-2013; business plans 2003-2014; file re JHT transfer to Department of Learning, Sport and Culture, April 2002-August 2004.	JA/3012	22/09/2016
Jersey Library	Jersey Library additional deposit. Includes: States order papers, c.1985-2014.	JA/2978	28/06/2016
Jersey Library	Jersey Library additional deposit. Includes annual statistics, strategic plan, action plan, management team minutes, marketing material and press releases, 2014-2015	JA/2918	20/04/2016
Jersey Tourism	Jersey Tourism additional deposit, includes: Sample visitor registration cards, 2014	JA/2940	13/05/2016
Judicial Greffe	Judicial Greffe additional deposit of Magistrates' Court records. Includes Petty Debts Court taxation of costs 1983-2014, and claim summaries 1998 & 2000 (Claim summaries boxes 1-7).	JA/2951	24/05/2016
Judicial Greffe	Judicial Greffe additional deposit. Includes Wills and Testaments 2000-2004 and bound Testament volumes 1989-2005.	JA/2948	23/05/2016
Magistrate's Court	Judicial Greffe additional deposit of Magistrates' Court records. Includes: Petty Debts Court lists, 1985-2005.	JA/2988	19/07/2016
Magistrate's Court	Judicial Greffe additional deposit of Magistrates' Court records. Includes: Petty Debts Court claim summaries c.1963-2000, claim summary tables supplementaires c.1999-2005, lists c.1983-1984, index c.1981-1985 and diaries c.1983-1995 (dates not inclusive). See transfer forms for full details.	JA/2977	27/06/2016
Parish of St Brelade	Parish of St Brelade additional deposit. Includes: paper copy of electoral register for St Brelade districts 1 & 2 for the September 2016 Senatorial by-election.	JA/3015	29/09/2016
Parish of St Brelade	Parish of St Brelade additional deposit of Electoral Registers, 1946-2012.	JA/2892	18/02/2016

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Public Institution	Description	Accession Number	Accession Date
Parish of St Helier	Parish of St Helier additional deposit of material relating to the Millennium Town Park, c.2011-2016	JA/2932	05/05/2016
Parish of St Helier	Parish of St Helier additional deposit of material relating to the Millennium Town Park, 2012-2016	JA/2965	09/06/2016
Parish of St Mary Registrar	Parish of St Mary Registrar additional deposit of Registre des Mort-Nes, 1951-1956.	JA/2873	14/01/2016
Parish of St Ouen	Parish of St Ouen Collection additional deposit. Includes 38 Annual Rates Returns Schedules for all Vingtaines – 1981, 1986, 1991, 1996, 2001 and 2006.	JA/2936	06/05/2016
Parish Of St Ouen Registrar	Parish of St Ouen Registrar collection. Includes: 4 Birth Registers – 1842 – 1897; 1 Marriage Register – 1861 – 1998; 3 Death Registers – 1842 – 1896; 2 volumes titled ‘Naissances’ and ‘Décès – 1967 and 1966 – 1969.	JA/2937	06/05/2016
Parish of St Saviour	Electronic copies of Parish of St Saviour Electoral Registers, September 2016	JA/3009	09/09/2016
Planning and Building Services	Planning and Building Services additional deposit: Archaeological plans of St Helier, 1996.	JA/2931	03/05/2016
Planning and Building Services	Planning and Building Services additional deposit: A0 size tracings of buildings in St Helier, including in King Street, Don Street, Charing Cross & Pitt Street, 1974.	JA/2925	25/04/2016
Ports of Jersey	Ports of Jersey Additional Deposit. Includes records from the Engineering Section relating to the Alpha Taxiway project, 2001-2012.	JA/3020	12/10/2016
Ports of Jersey	Ports of Jersey additional deposit of GSTS (Group Systems and Technical Services Department) material, 1959-2005.	JA/3046	07/12/2016

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Public Institution	Description	Accession Number	Accession Date
Property Holdings	Property Holdings additional deposit, includes; files relating to publicly-owned buildings, c1960-2013.	JA/2990	22/07/2016
States Greffe	States Greffe additional deposit of Registry material. Includes: States minutes, 2014; order papers, 1965; various committee minutes, 1947-1965 (mainly 1960s); projets, 2014; reports statements etc, 2014; miscellaneous papers; digital copies of Hansard 2015 and sample States recordings April and September 2015.	JA/2980	30/06/2016
States Greffe	States Greffe additional deposit. Includes: two volumes of States order papers, Spring session 2015 and autumn session 2015.	JA/3037	07/11/2016
States Greffe	States Greffe additional deposit. Includes scanned copies of Projets covering 1985-1997	JA/2971	23/06/2016
States Greffe	States Greffe additional deposit of Joint declaration between Jersey and Switzerland on co-operation on tax matters and financial services, 2016	JA/2880	27/01/2016
States Greffe	States Greffe additional deposit. Includes: 2 Tax Agreements, 2016 and 1 volume of States Minutes, 2015.	JA/3005	01/09/2016
States Greffe	States Greffe additional deposit: Exchange of notes between the governments of the UK and Jersey in respect of the sharing of beneficial ownership information, 2016	JA/2924	25/04/2016
States of Jersey Police	States of Jersey Police additional deposit. Includes: category 1 case files, 1965-2014.	JA/3004	30/08/2016
Trading Standards Department	Trading Standards Department additional deposit of items from the Hospitality Section. Includes: Photo album containing photographs of beach concessions throughout the Island, 1985; File containing newscuttings from the Daily Telegraph dated 11th May 1945 and 8th June 1945 relating to the Liberation of the Channel Islands.	JA/2996	11/08/2016

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Public Institution	Description	Accession Number	Accession Date
Trading Standards Department	EDTSC Department, Trading Standards - Hospitality and Leisure Section additional deposit. Includes files relating to Tourism Accommodation, 1960-2014	JA/3031	25/10/2016
Trading Standards Department	EDTSC Department, Trading Standards - Hospitality and Leisure Section additional deposit. Includes files relating to Tourism Accommodation and 4 framed tourism posters, 1960-2014	JA/3027	18/10/2016
Trading Standards Department	Trading Standards department additional deposit. Includes statistics papers, 1990s	JA/2998	16/08/2016
Transport and Technical Services	Transport and Technical Services additional deposit of historic Public Works drawings, c. 1960s - 1990s	JA/2905	03/03/2016
Viscount's Department	Viscounts Department additional deposit. Includes inquest files.	JA/2999	19/08/2016
Viscount's Department	Viscount's Department additional deposit of inquest files, 2006-2007	JA/2870	13/01/2016
Visit Jersey	Visit Jersey (formerly Jersey Tourism) additional deposit. Includes public relations material, 1999-2015.	JA/2963	07/06/2016

APPENDIX B

Key Performance Indicators

Indicator	2015 Result	2016 Result	2017 Forecast	
Number of new collections accessioned	235	195	175	Reduced space at Jersey Archive will mean that large collections cannot be accepted until the extension is complete.
Cubic measurement of new collections accessioned	35 cubic metres	31 cubic metres	30 cubic metres	Forecast includes formal accessioning of records from Children's Services currently held at Jersey Archive.
Time until Jersey Archive is full	3.3ys	1.3ys	0.5ys	Children's Services records described above will add to anticipated transfers.
Newly catalogued records available online	20,957 (270,956 total)	23,380 (294,336 total)	25,000 (319,336 total)	Funding from Jersey Heritage and Patrons for staff and volunteers to work on JEP photographic archive in 2017.
Number of retention schedules in place	185	191	193	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	28	13	6	6 schedules require 5 yearly review in 2017.
Public Access to Jersey Archive – days open per year	161	162	161	Scheduled opening.

Indicator	2015 Result	2016 Result	2017 Forecast	
In person visits to Jersey Archive	3,170	2,901	2,900	In person visits to the Archive have declined slightly with the growth of online use.
Online catalogue visits	89,488	117,301	130,000	Predicted continued increase in online use.
Distance enquiries	3,617	3,900	4,000	Predicted continued increase in distance enquiries.
Attendance at Archive talks	948	1,310	1,000	Talks schedule for 2016 included two large school assemblies not planned for 2017.



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