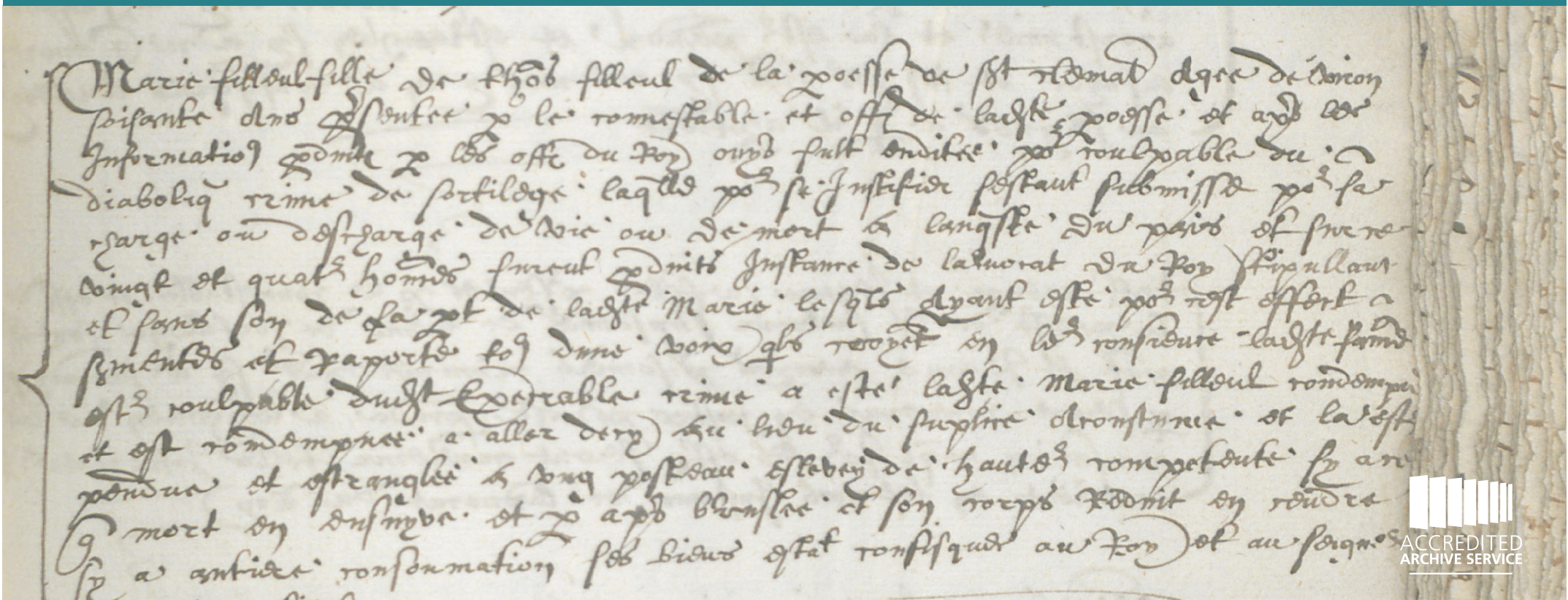


2020 ANNUAL REPORT ON THE WORK OF JERSEY HERITAGE AND THE ARCHIVIST
UNDER THE PUBLIC RECORDS (JERSEY) LAW, 2002



CONTENTS

INTRODUCTION	3	ARCHIVE ACCREDITATION	18
RECORDS ADVISORY PANEL	4	APPENDIX A PUBLIC RECORDS TRANSFERRED IN 2020	19 – 21
IDENTIFICATION OF ARCHIVES	5	APPENDIX B KEY PERFORMANCE INDICATORS	22 – 23
CASE STUDY – COLLECTING CORONAVIRUS	6	APPENDIX C ARCHIVE FUNDING	24
TRANSFER OF ARCHIVES	7		
CASE STUDY - PHYSICAL AND DIGITAL STORAGE DEVELOPMENTS	8		
PRESERVATION, CONSERVATION AND SECURITY	9		
ENVIRONMENTAL CONDITIONS	10		
CASE STUDY – PRESERVATION – DIGITISATION OF THE BAILIFF’S OCCUPATION AND LIBERATION FILES	11		
ACCESS TO ARCHIVES – CATALOGUING AND INDEXING	12		
CASE STUDY – ONLINE ACCESS	13		
ACCESS TO ARCHIVES – IN PERSON AND ONLINE	14		
CASE STUDY – TALKS AND TOURS GO ONLINE	15		
RECORDS OPENED, JANUARY 2021	16		
MANAGEMENT AND OVERSIGHT	17		

INTRODUCTION

2020 was a year which showed the importance of recording and preserving contemporary thoughts, memories, reactions and Government decisions. The entire Island community has felt the impact of the global pandemic in significant and different ways and the steps we have taken to adapt our lives will be part of the research agendas of the future.

Jersey Archive has worked to record Government, community and individual reactions to the events of 2020 at the same time as adapting the service we provide to ensure that individuals can still connect with their heritage. Over the course of 2020 we provided 46 online talks and saw the use of our online catalogue more than double with over 200,000 research sessions during the course of the year.

Staff continued to catalogue collections from home with over 46,000 new records added to the online catalogue in 2020. We also completed the digitisation of the Bailiff's Occupation and Liberation files, one of our most significant collections which is listed as part of the UNESCO UK Memory of the World programme, giving access to this material online for the first time.

The new extension to Jersey Archive was completed in 2020 and we started to accept collections into the new strongroom block in October once the environmental conditions were suitable for storage. With over 6,000 boxes of records ready to be moved to the Jersey Archive from public institutions, the transfer, cleaning and repackaging of this material will be a major priority for the team in 2021.

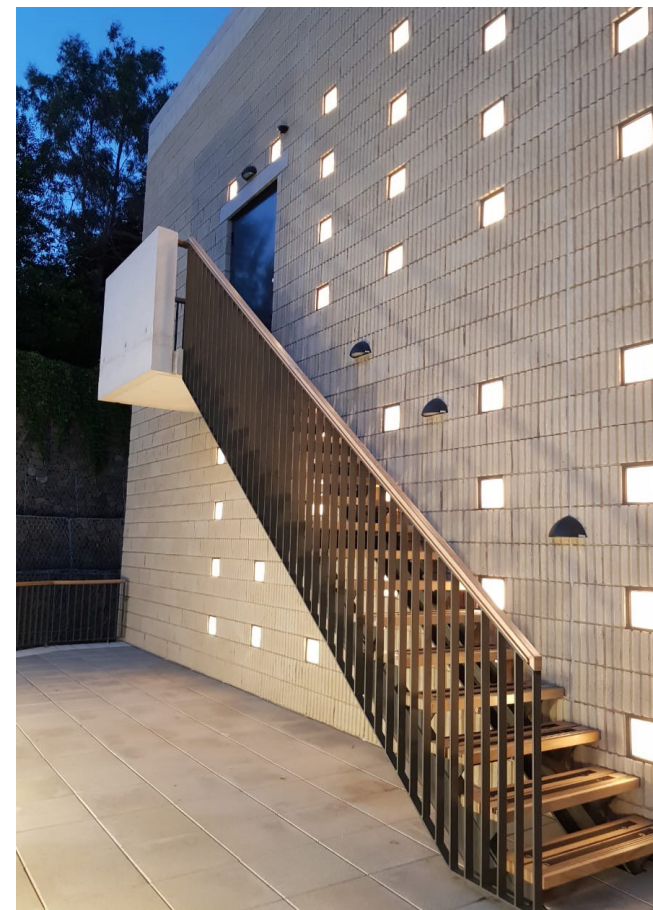
The new strongroom block will give 30 years more storage space for physical records at Jersey Archive. In 2020 we also continued to add digital records to our

digital preservation system ensuring that these records are checked for format obsolescence and preserved for future generations of researchers. A complete audit of all heterogeneous material in our strongrooms including floppy disks, cassettes, VHS and film is planned for 2021. We will then work to digitise these collections to ensure that the information they contain remains readable.

In 2020 we welcomed additional support from Government for the Jersey Archive with funding provided for additional posts. Recruitment to these posts was delayed due to the pandemic but staff are now in place to work with the team on conservation, preservation, digitisation, records management, digital and cataloguing backlogs. With additional staff now in place we plan to increase our opening hours in 2021 to allow further in person access to archive records.

The team at Jersey Archive have worked incredibly hard to adapt and develop the service that we provide in 2020, finding new ways of reaching our audiences and ensuring that we continue our work to record Jersey's unique story.

Linda Romeril
Archives and Collections Director,
Jersey Heritage - 19 April 2021



RECORDS ADVISORY PANEL

During 2020 the Records Advisory Panel kept under review the performance of the Archivist and Jersey Heritage and of their duties under the Public Records Law. As we all know, 2020 was a year of huge disruption because of the global pandemic. It is to the great credit of both the Archivist and Jersey Heritage that they have been able to maintain and adapt services during these unprecedented times, and indeed to make significant progress across many areas.

The duties of the Archivist and Jersey Heritage under the Law are many and varied, as might be expected of a public archives service, and they include the following:

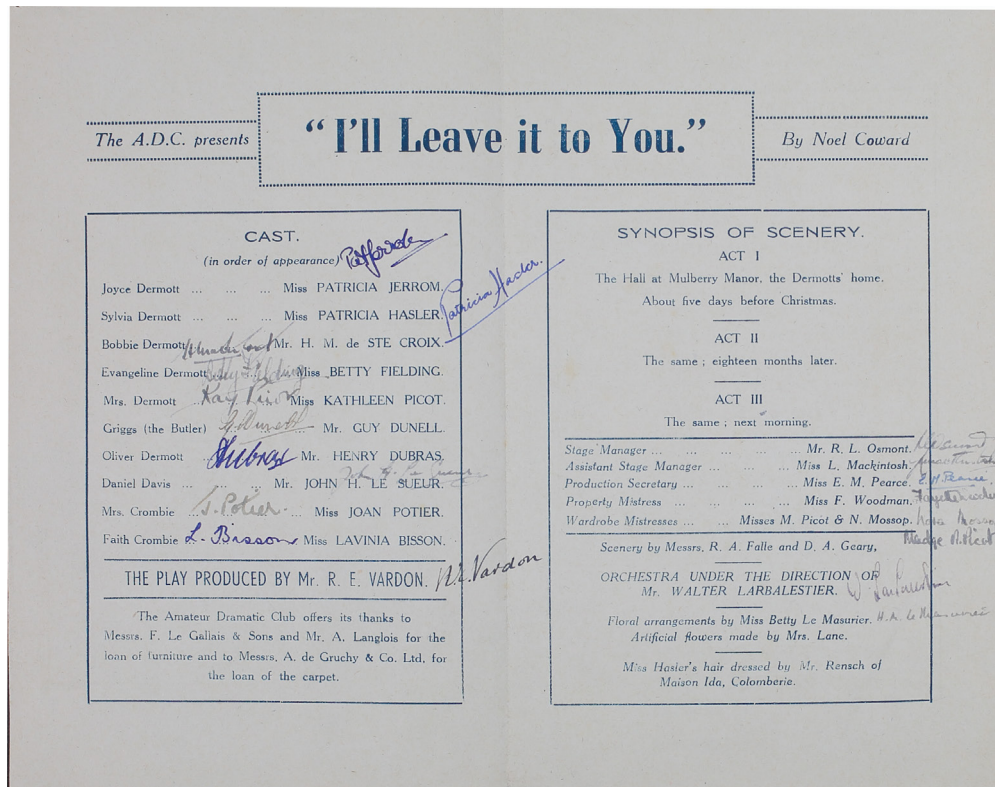
- appraisal of public records
- physical and digital storage
- cataloguing of records
- conservation, preservation and security
- provision of public access, along with support facilities and information
- maintaining a public archives building
- giving advice and assistance on records management
- promoting and undertaking research
- employing and training suitably qualified staff

These services have all been maintained and developed during 2020, and further details are given in the Archivist's report. There have been two particularly welcome developments during the year:

- The completion of the Archive Extension, thereby providing storage space for physical records for at least the next 30 years, as well as a server room for the storage of digital archives, along with other support facilities.
- The provision of extra funding from the Government of Jersey for the creation of four additional posts. This will enable the Archive to strengthen its work on several key functions, including cataloguing, conservation and digital preservation. The need for additional funding in these areas was identified by the Archivist in her 2018 Report, and the Panel is pleased to see that this issue has now been addressed.

The Archivist and her team at the Jersey Archive are to be congratulated on another successful year of operation, a period of continuing development and innovation.

Jeremy Harris
Chairperson,
Records Advisory Panel
Jersey Heritage - 19 April 2021



PUBLIC RECORDS LAW COMPLIANCE – IDENTIFICATION OF ARCHIVES

The Public Records (Jersey) Law defines a record as information that is created or received in the conduct of a corporate, institutional or individual activity and has such content, context and structure as to provide evidence of the activity. The Law is format neutral and therefore covers both physical and digital records. The Law goes on to define public records as any record that has been created or received by a public institution in the performance of its functions.

These broad descriptions of both records and public records mean that every year millions of records produced by public institutions, from emails to minutes of meetings and application forms to acts of Court, are covered by the Public Records Law.

One of the key roles of the team at Jersey Archive is to identify which records have long-term archival value and to ensure that public institutions are aware that these records need to be transferred to Jersey Archive.

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

Retention schedules are produced following consultation between the Jersey Archive and the public institution responsible for the creation of the records. This collaborative approach, set out in the law, allows Jersey Archive staff to provide an independent, archiving and research perspective on the retention of records and the institution to

provide subject matter expertise and information on any legal and administrative requirements for retention.

The archive contacts all public institutions to recommend 5 yearly reviews of retention schedules to ensure that they still cover all the records produced by the institution. There are currently 191 signed off schedules in place across public institutions and 23 of these were reviewed in 2020. In 2020 we also created an overarching retention schedule, applicable to all departments to highlight records produced as a result of the Coronavirus pandemic.



CASE STUDY IDENTIFICATION - COLLECTING CORONAVIRUS

In 2020 there has been a definite sense that we have been living through a unique historic period with the coronavirus pandemic having a significant and lasting impact on the whole community, both globally and locally. Over the past year our daily lives have changed and it has been important for Jersey Heritage to record as many aspects of that change as possible to ensure that we can tell the story of our experience of the pandemic to future generations.

‘Will indoor gatherings of older people ever be allowed again before we have all forgotten how to dance?’



In March 2020, as we entered lockdown, the Archive and Collections teams started to look at the best ways to record the events of 2020, both from a Government and private perspective. Jersey Archive receives all Government of Jersey press releases and archiving these communication tools is one of the ways that we can track the official Government response to the pandemic. The archive also crawls the gov.je website on a weekly basis. In July 2020 we produced a retention schedule for all public institutions which specifically looked at records that contained details that will help us to show each institution's role and response to the pandemic. Records such as meeting minutes, strategies, reports, policies, procedures and projects and schemes set up in response to Covid-19 have been designated as having archival value and should be transferred to Jersey Archive in due course.

We can see the importance of gathering this information by looking at press releases sent by Government in early 2020. The first indication of the pandemic was the cancellation of a school visit from Bayi School, Beijing to Hautlieu School on 24 January. On 30 January 2020 a press release was issued to inform the public that a dedicated Coronavirus page had been set up on the Government of Jersey website stating at the time that, 'There are no confirmed Coronavirus cases in the UK, and no suspected or confirmed cases in Jersey.' The press releases show that by 31 January there were 2 confirmed cases of Coronavirus in the UK and on Tuesday 10 March the first case of Coronavirus was confirmed in Jersey.

As well as collecting the official records of the pandemic Jersey Heritage wanted to encourage



people to share their own experiences of and reactions to their situation. We recognised that everyone's experience of Coronavirus would be different depending on their personal circumstances and as far as possible we wanted to encourage people to share those experiences through images, text and film.

‘We've been at home for three weeks now and whilst it's taken a bit of time to get into a routine it has been a very special time for us as a family. The children love being able to spend so much time with us, and each other, as well as having the freedom to play.’

PUBLIC RECORDS LAW COMPLIANCE - TRANSFER OF ARCHIVES

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

In 2020 large transfers of public records were disrupted by Coronavirus restrictions and the lockdown period. The new block at the archive was completed in mid-2020 but to ensure compliance with the relevant archival standards we waited until the block had dried out sufficiently before placing archive records in the strongrooms. Conditions met appropriate standards for temperature and humidity in November 2020 and therefore we began to arrange the transfer of the backlog of around 6,000 boxes of public records that has built up since 2018.

Significant items that were transferred during 2020 include a plan of Fort Regent Rotunda from Property Holdings, the Trinity School punishment book, 1917-1957 and photographs, phonocards and publicity material, 1923-1998 from Jersey Telecom.

A full list of collections of public records can be viewed at [Appendix A](#).



CASE STUDY TRANSFER - PHYSICAL AND DIGITAL STORAGE DEVELOPMENTS



In 2020 work was completed on the £3.5 million extension to the Jersey Archive. The extension provides additional storage for physical documents that should last for at least 30 years and also includes a new server room for the storage of digital archives. The extension has allowed us to provide additional loading bay space for quarantining and cleaning documents that arrive at the archive with mould, insect infestation or surface dirt.

The extension has been built to meet national standards for the correct temperature and humidity for storage of archives but achieves these standards using passive means of control. This ensures that we sustainably meet the appropriate standards for the long-term preservation of the documents.

In 2020 the amount of digital material transferred to Jersey Archive under the Public Records Law doubled and we anticipate that this shows a long-term trend in which the amount of physical material transferred to the archive will reduce as the amount of digital material increases.

Digital preservation brings its own challenges of authenticity, file format obsolescence and long-term storage. Digital records that are transferred to the archive are stored on the Arkivum digital preservation system which creates three complete copies of the digital material in different geographic locations, monitors files format obsolescence and creates fixity information on ingest allowing us to audit the authenticity of the digital material.

PUBLIC RECORDS LAW COMPLIANCE - CARE OF ARCHIVES - CONSERVATION, PRESERVATION AND SECURITY

The preservation of the unique records that we care for at Jersey Archive is one of the key functions of the service. During the lockdown period in 2020 we continued to ensure that the environmental conditions in the archive strongroom blocks were monitored on a 24/7 basis and that the conditions in each strongroom were checked remotely on a daily basis. To ensure the continued security of the collections we had one member of staff at Jersey Archive on a daily basis during the working week. This also allowed us to react quickly to any changes in environmental conditions that required on site action.

As staff started to return to the workplace we continued to ensure that all collections being transferred to the archive were inspected on arrival and then cleaned, checked for mould and insect infestation and repackaged in acid free folders and boxes. The quarantine room and extended loading bay facilities that were constructed as part of the new extension at Jersey Archive have allowed us to take in up to 200 boxes at a time for processing.

In 2020 we received the results of our Preservation Assessment Survey which was carried out in late 2019. The survey gives a 5 yearly assessment of the preservation needs of the collections stored at Jersey Archive and informs our priorities going forward over the next 5 years. The report concluded that;

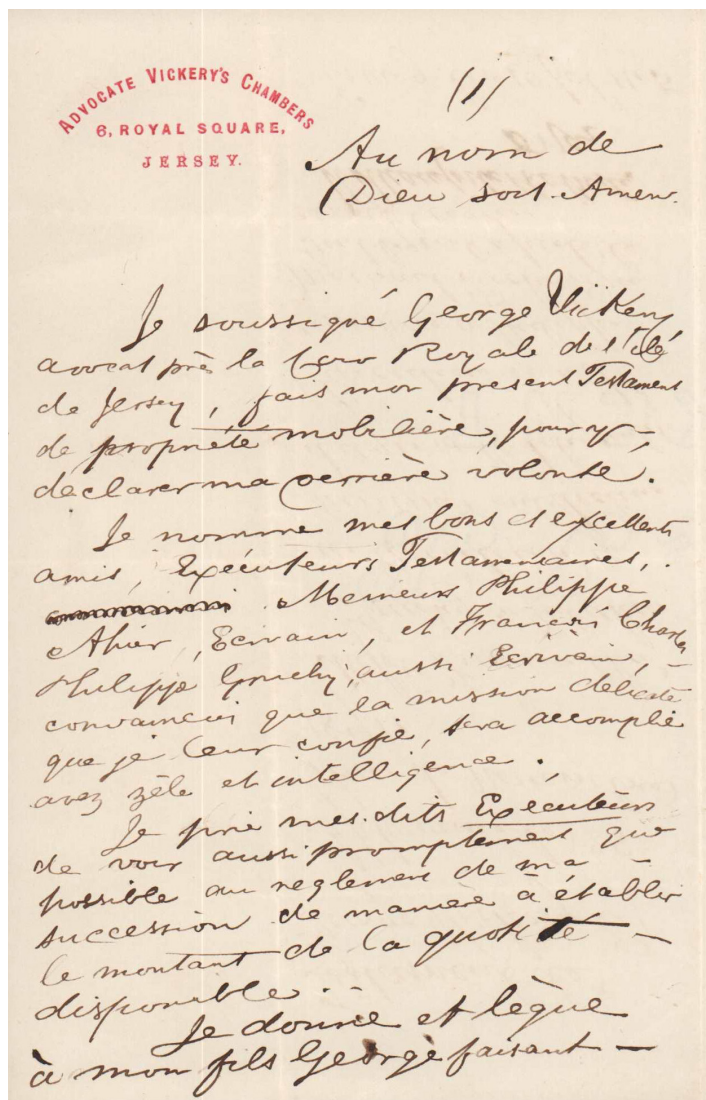
‘The archive collection held by the Jersey Archive continues to be well cared for..’

The survey highlighted the need for additional staff to work in the areas of cataloguing, conservation and digital preservation to ensure that the high standard of collections care continued. Additional staff are now in place in these areas and we would expect to see positive, further improvements in collections care in the next survey.

In 2020 we continued our conservation programme of external book binding working with Sycamore Bookbinding. The programme was impacted by travel restrictions, however, over the course of the year, 20 volumes were rebound and are now stable in storage. The volumes conserved include a commonplace book from the Parish of St Brelade which contains copies of enrolments of legislation and crimes and punishments from the 16th and 17th centuries and draft copies of the States of Jersey minutes from the early 20th century.



ENVIRONMENTAL CONDITIONS



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 aims to meet British and European Standards for the storage of archival records and this forms part of our accreditation review. The Jersey Archive strongrooms are designed to control the environment within the strongroom passively, air-conditioning is not used and relative humidity and temperature in the storage areas are continually monitored using a building management system.

The British Standard for the conservation and care of library and archive collections, BS4971, sets the criteria for the storage of mixed archive collections as 35-60% relative humidity and 13-22°C temperature with an annual average of not more than 18°C.

During 2020 three of the strongrooms in the original block achieved 100% compliance with the standard for humidity with the fourth strongroom on the ground floor achieving 99.5% compliance. The ground floor strongroom exceeded the upper relative humidity limit of 60% on two days in 2020 with levels of 60.25 and 60.2% being recorded. Dehumidifiers were switched on manually as the relative humidity in each strongroom approached 58%.

Temperatures within the strongrooms are controlled in the winter months with background heating being

switched on by the Building Management System. At no point did the temperatures drop below the required 13°C in any of the storage areas. The annual average temperature criteria of not higher than 18°C was also met within all the strongrooms with the highest annual average recorded at 16.46°C.

The ground, first and second floor strongrooms all met the upper temperature limit of under 22°C 100% of the time during 2020. The third floor strongroom, at the top of the block and therefore exposed to the most solar gain, achieved compliance with the upper temperature limit 97% of the time with conditions within the strongroom exceeding 22°C on 11 days towards the end of August.

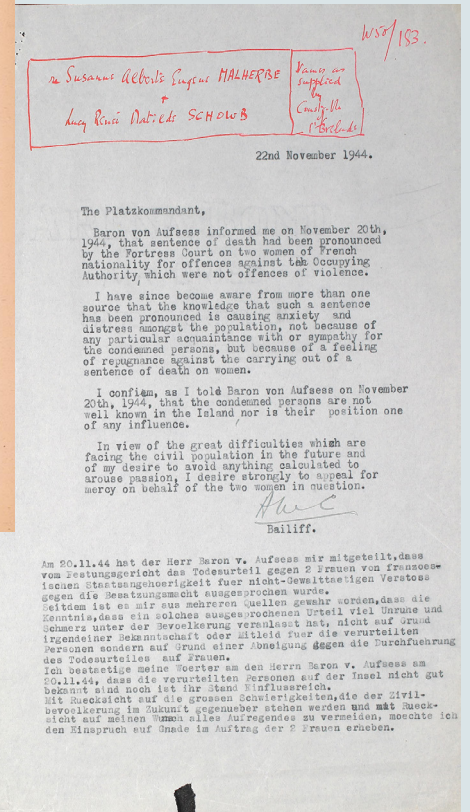
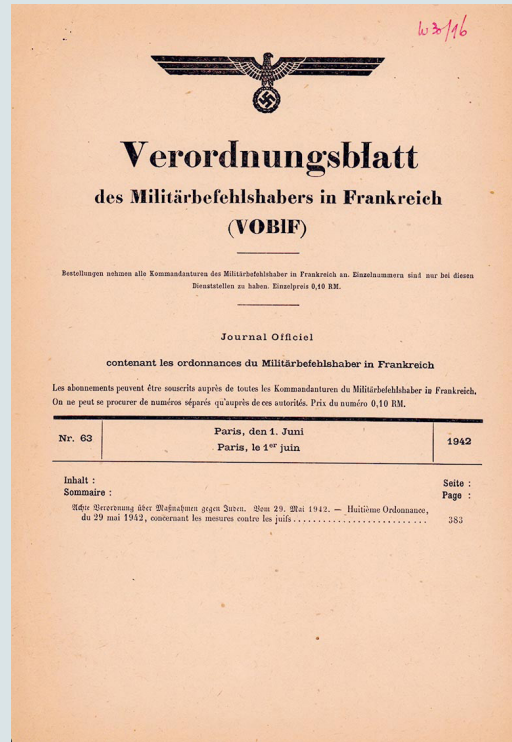
In January 2020 the Buildings Management System was upgraded to including monitoring of both the original and new strongroom blocks. The drying out of the new block took place over the course of 2020 with conditions meeting BS4971 by December of that year.

CASE STUDY PRESERVATION - DIGITISATION OF THE BAILIFF'S OCCUPATION AND LIBERATION FILES

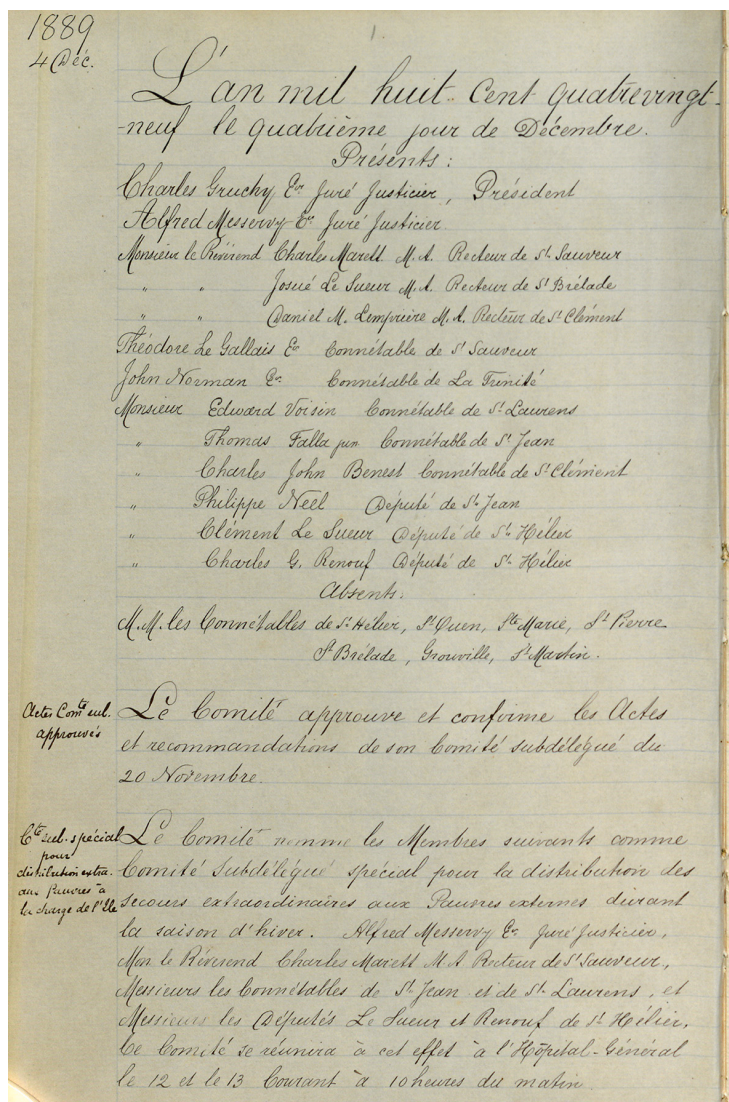
The Bailiff's Occupation and Liberation files form part of Jersey's Occupation Collections which are inscribed on the UNESCO UK Memory of the World programme. The files are a unique record of the Island Authorities' relationship with the German Administration. They detail the challenges that the Bailiff faced in acting as a buffer between the German Administration and the Island's population. Without the information contained within these files our knowledge and understanding of the Occupation period would be significantly diminished.

The collections reflect the day to day impact of the German Forces on the local population and authorities and in a wider context show how the Channel Islands status as part of the British Isles was of particular import to the German High Command. The files can be used to study the stories of local people, the relationship between a British administration and the German authorities and can be used to compare the occupation of British soil with the occupation of countries in continental Europe.

In 2020 we received a grant from the Association of Jersey Charities and support from the Bailiff's Chambers to digitise the Bailiff's Occupation and Liberation files as part of Jersey Heritage's celebration of the 75th Anniversary of the Liberation of Jersey. The digitisation project has allowed us to repackaging the fragile original documents and provide access to digital copies both at the Jersey Archive and also for the worldwide community of academics and researchers who have an interest in this period in Jersey's history. As part of the project 3,000 files comprising nearly 40,000 individual pages were digitised and are now available online.



PUBLIC RECORDS LAW COMPLIANCE - ACCESS TO ARCHIVES - CATALOGUING AND INDEXING



The detailed cataloguing and indexing of individual documents is vital in providing access to the records that are transferred to Jersey Archive. When collections are transferred to the archive public institutions are required to provide basic box lists of the contents of the collection. It is only when the collection has been catalogued and indexed in detail on our archival catalogue that full access can be granted to the documents. For example a box list might read, States of Jersey legislation, 1840 - 1900, the catalogue entries would list each piece of legislation and index the description by the subject of that legislation such as Petition of the members of the Jersey Medical Society on the subject of the vaccination law, 1881.

In 2020, during lockdown, we faced the challenge of cataloguing staff working at home whilst the collections they were working on were located at Jersey Archive. For security and environmental reasons we could not allow staff to take documents home and so, for a significant period of lockdown, cataloguing staff worked on collections that had already been digitised and could be catalogued using the digital copy. This included digitised copies of legislation and images from the Jersey Evening Post collection.

During lockdown staff also indexed individual records such as burial registers from the Parish of St Helier and baptism records from the Church of England and Methodist Churches.

Once staff were able to return to the archive our cataloguing team focused on collections from the Occupation period which were prioritised in the 75th year since Liberation. These included some of Alexander Coutanche's private papers with letters from Viscount Montgomery of Alamein thanking him for his hospitality on his trips to Jersey. In 2020 we also catalogued the archive of Major Hugh Le Brocq, who was one of those who landed as part of Force 135 on Liberation Day and led the small party of men who replaced the swastika at Fort Regent with the Union Flag.

In 2020 7,977 newly catalogued records were added to the online catalogue with a further 38,200 additional indexed records also added during the year.

CASE STUDY – CATALOGUING AND INDEXING - ONLINE ACCESS

Online access to the unique records we hold at Jersey Archive has been a key part of our outreach strategy since we relaunched our online catalogue with downloadable images of collections in 2015. Increased online access to key collections of documents such as wills and testaments, occupation registration cards and baptism and marriage records has been appreciated by our local audience and also by national and international audiences.

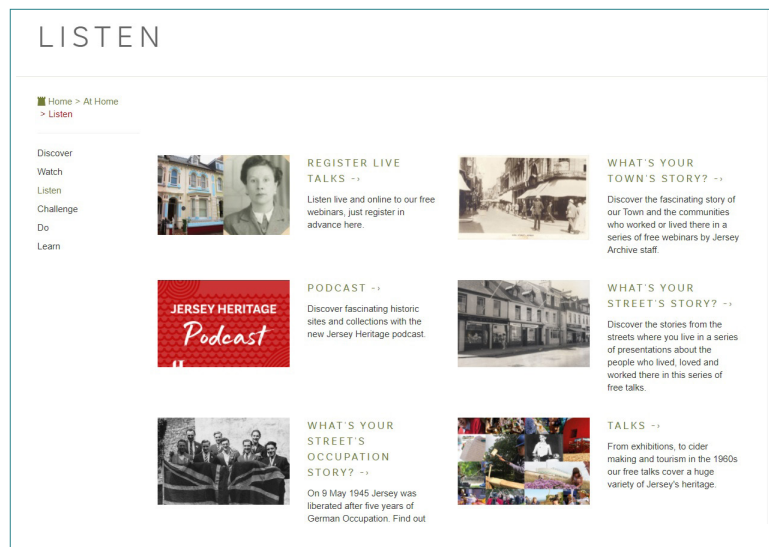
In 2020 online access to records became crucial, the Jersey Archive closed to the public during lockdown and limitations on travel meant that family historians with Jersey connections from around the world were unable to visit Jersey to carry out their research. The online catalogue gives subscribers instant access to online images of over 1 million documents. The work that staff and volunteers have put into developing the catalogue and digitising the collections became crucial in 2020 and allowed researchers to continue to engage with the archive collections throughout the lockdown period.

Use of the online catalogue doubled in 2020 when compared with 2019. Our number of subscribers increased by 25% over the course of the year. We targeted particular sections of the international community through Facebook adverts. This was particularly effective when we targeted the Australian genealogical audience after an episode of 'Who Do You Think You Are?' Australia featured an actor with a Jersey connection who visited the Island in 2019. The combination of the programme and Facebook campaign led to a 180% increase in users from Australia when compared to the same period in 2019.



'I am so pleased that my subscription for the year is now 'up and running' and I can continue to do some research at home: it will probably be some time before travel to Jersey is possible.'

PUBLIC RECORDS LAW COMPLIANCE - ACCESS TO ARCHIVES



In 2020 our online catalogue was an essential part of our ability to continue to engage people around the world with Jersey's heritage. However, with at least 750,000 individual records being cared for by Jersey Archive, many of these being files and volumes with hundreds of pages, it was still vital for us to provide a distance enquiry and copying services for those records that were not digitised. During 2020 we answered 3,776 individual enquiries providing family and house history research advice, copies of documents and advice for researchers whose topics ranged from tourism in the Island to shipping registers.

As well as answering enquiries from the public, staff also answered 190 enquiries from Public Institutions into the records that we hold on their behalf. These enquiries included FOI requests, requests for loans of documents, records management and conservation advice. Staff also interact on a regular basis with the local media and during 2020 we responded to 85 requests for interviews, information and use of archive documents in local reports.

As soon as restrictions allowed we operated with a skeleton staff in place at the archive, ensuring that copies of documents could still be made and provided digitally.

'I have been dealing with archives all over the world and you guys are the fastest and most helpful I have come across.'

'...thanks to you all at Jersey Archive for keeping things 'ticking over' in these difficult times - brilliant!'

In June 2020 the Jersey Archive reopened to the public after lockdown, with appropriate restrictions and guidance for readers and staff in place. With the closure of the archive for a quarter of the year, the reduction in family history tourists and caution within the local community, the number of people visiting the archive in person dropped from 2,713 people in 2019 to 1,245 people in 2020.

CASE STUDY ACCESS - WHAT'S YOUR STREET'S OCCUPATION STORY? - TALKS AND TOURS GO ONLINE

In 2020 we celebrated 75 years since the Liberation of the Island on 9 May 1945. To mark this significant date in our communities history we decided to focus our 'What's Your Street's Story?' programme on stories of the Occupation and Liberation. The programme looked to tell the story of the diverse experiences of Occupation by focusing on different areas of the Island, from stories of defiance and resistance at Langley Avenue to the fortification programme at Noirmont, the isolation hospital at Westmount and the German HQ at Mont Millias.

We started 2020 with two well attended talks looking at the closed records released in 2020, which included the Political Prisoner's register from HM Prison and some of the Occupation Treasures that we hold at the archive. The release of the Political Prisoner's register containing the names of 506 individual's whose crimes were defined as political and therefore can be interpreted as acts against the German Authorities, attracted National interest with articles appearing in The Sunday Express and The Guardian.

In March the Island went into lockdown and the archive team looked at the best way to move the 'What's Your Street's Occupation Story?' programme online. By 3 April we had sourced webinar software and were ready to present our first online talk. We felt that it was vitally important to continue to connect people to their heritage during this period and also wanted to provide a sense of community and continuity for our regular visitors.

The feedback for our first talk was overwhelmingly positive and so we continued to deliver an enhanced programme of talks throughout 2020. Our original WYSOS programme was for 12 talks over the course of the year, 1 per month, however, we eventually delivered 46 online talks with 3,552 people listening either live or via the Jersey Heritage website. Our online programme had the added benefit of not only being available to a local audience but also to listeners from the UK and as far afield as the USA and Australia.



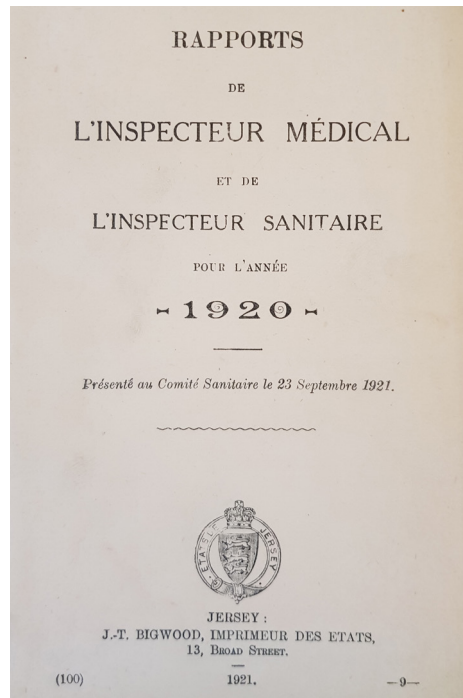
'I really have enjoyed every talk that I have listened to and I congratulate you and your staff for a fantastic effort to keep us entertained during this difficult period.'

'I have to say this was my first ever Webinar and it was easy to link up and I really enjoyed your talk - can't wait for more. As I said before, I live in Bedfordshire so coming for talks in person isn't really an option so webinars for me are a great way of finding out more about Jersey.'

'Many thanks for your talk, much appreciated and well done! Nice to have something "live" to look forward to each week in these strange times.'



RECORDS OPENED, JANUARY 2021



Every year public records held at Jersey Archive that are closed to the public on transfer are reviewed after periods of 30, 50, 75 and 100 years. In 2020 433 files were due to be reviewed and in January 2021 88% of these records were opened to public access. Amongst the records opened to the public after 100 years was a hospital admission register from 1920 which helps to show the treatment of epidemics in the Island 100 years ago.

The Medical Officer of Health's report for 1920 shows that there were 741 deaths in Jersey during the year, 50 more than in 1919. The report indicates that the number has been elevated by epidemics during 1920 and one of the tables included in the report shows that there was a significant outbreak of measles in the Island with 1,123 cases reported and 25 deaths.

The information shows that there was a significant outbreak at the start of the year with 484 cases being reported in January 1920, numbers of cases dropped off over the Summer but then went up again from August to the end of the year.

23 cases of measles. Scarlet fever was treated at Overdale and a number of cases of measles at the Dr Barnardo's Children's Home.

There are direct comparisons with the treatment of epidemics in 1920 and our own experiences of 2020. The report shows that in January and February 1920 18 schools in St Helier were closed as a result of the measles epidemic and 17 parish schools closed between January and March and then August and September for the same reason.

Disinfection was also an important tool in the fight against the spread of disease with 21 schools and 185 houses being disinfected during the course of the year.

The admission register of the General Hospital gives further evidence of these epidemics showing the admissions for measles, diphtheria, typhoid and tuberculosis. On 13 January 1920 three children of Sydney Hotton of St John were admitted to the hospital. Henry, aged 9, Alice, aged 8 and Ada aged 5 had all contracted measles. Whilst Alice and Ada were discharged from the hospital on 28 February, Henry remained until 27 May, a stay of over 4 months.

Date de la Sortie	Date de l'Entrée 191	No. de l'original	A la	Par qui	NOB	Age	Lieu de Naissance	Cause d'Admission
Janv 27 14/1/20	12/25/19	100	St Helier	Kinnard, John 17/10	61	St Helier	measles	measles
Janv 22 22/2/19	14/9/17	178	St Helier	Kinnard, Alice 18/11	30	"	"	measles
Janv 22 22/2/19	14/9/17	178	St Helier	Kinnard, Ada 5/5	57	St Helier	"	measles
Janv 22 22/2/19	14/9/17	178	St Helier	Kinnard, Henry 27/5	53	St Helier	"	measles
Janv 15	Janv 14 282	St Helier	Kinnard, Robert 1/10	16	St Helier	measles	measles	
Janv 22	26/3/01	"	Kinnard, John 1/10	4	St Helier	measles	measles	
"	302	"	Kinnard, Alfred 1/10	3	St Helier	measles	measles	
"	303	"	Kinnard, Robert 1/10	2	St Helier	measles	measles	
Janv 21	For 10/3/20	St Helier	Kinnard, Robert 1/10	16	St Helier	measles	measles	
Janv 3	Janv 24/70	St Helier	Kinnard, Robert 1/10	36	St Helier	measles	measles	
Janv 18	Janv 18/28	St Helier	Kinnard, Robert 1/10	55	St Helier	measles	measles	
Janv 8	Janv 5/37	"	Kinnard, Robert 1/10	24	St Helier	measles	measles	
Oct 25	Oct 18/753	St Helier	Kinnard, Robert 1/10	11	St Helier	measles	measles	
Nov 24	Nov 4/783	St Helier	Kinnard, Robert 1/10	64	St Helier	measles	measles	
Dec 14	9/770	"	Kinnard, Robert 1/10	11	St Helier	measles	measles	

Tuberculosis was also a major contributor to deaths from epidemics or infectious disease with 48 individuals dying from the disease during 1920. Other diseases included typhoid, diphtheria, scarlet fever and influenza.

The report also gives the number of epidemics or infectious diseases treated at the General Hospital which were as follows; 2 typhoid, 53 diphtheria, 8 tuberculosis and

On 14 January Harold Kinnard, aged 1½, was admitted to the hospital suffering from measles. On 26th January his siblings William, aged 4, Clifford, aged 3 and Raymond, aged just 2 weeks were all admitted for the same reason and not discharged until 22 April.

As well as being a place for treatment the hospital also still acted as a poor house with admissions for indigence or poverty. It was also a place for children who could not be looked after at home to be cared for, potentially whilst a parent was in hospital receiving treatment.

MANAGEMENT AND OVERSIGHT

The Records Advisory Panel was established under the Public Records, Jersey Law, 2002. The Panel is required to meet at least twice each year and part of its role is to review the performance under the law of Jersey Heritage, the Archivist and public institutions. The Panel met twice in 2020 and reviewed the impact of Covid-19 on the Jersey Archive, the completion of the Jersey Archive extension, preservation and conservation and closed records due to be opened in 2021. The Panel also received a presentation from the Government of Jersey Interim Records Manager in June 2020.



ARCHIVE ACCREDITATION

Jersey Archive has full Archive Accreditation at the highest level after applying to The National Archive scheme in 2014. In November 2020 the service reapplied for accreditation with the results being expected in March 2021.



APPENDIX A

TRANSFERRING DEPARTMENT	ACCESSION DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Office of the Lieutenant Governor	Office of the Lieutenant Governor additional deposit of a photographic staff list, 2001	JA/3561	28/02/2020
Office of the Lieutenant Governor	Office of the Lieutenant Governor additional deposit of miscellaneous material. Includes records relating to immigration, deportations, asylum, honours and awards, complaints, petitions, Government House history & photographs, c2010-2018	JA/3639	29/10/2020
Jersey Heritage	Jersey Heritage additional deposit. Includes: documents previously stored at Elizabeth Castle, including internal paperwork, visitor comments books and photographic slides	JA/3567	07/02/2020
Jersey Heritage	Covid-19 Pandemic Collection (Collecting Coronavirus project archive)	JA/3578	10/07/2020
Jersey Heritage	Jersey Heritage additional deposit. Includes: Books of Jersey Evening Post photographs included in the 'Faces and Places' exhibition at Jersey Museum	JA/3594	24/07/2020
Jersey Heritage	Jersey Heritage additional deposit. Includes: Navigation book of Francis Le Boutillier of Bellevue, St Martin, formerly kept in the library of the Maritime Museum, post-war photograph of Corbière Radio Tower, two copies of 'The Crapaud' poetry and prose magazine volume 1, 1835, and illustrations by Jackie George of Flora and Fauna for display signs at Hamptonne Country Life Museum	JA/3615	09/09/2020
Jersey Heritage	Jersey Heritage additional deposit. Includes: Chapbook entitled 'Histoire de la bonne Dame Kindheart d'Hospitable-Hall, près du Village d'Allgood, et celle du Méchant Chaudronnier; auxquelles on a ajouté l'Histoire des Géans, et du Petit Nain Mignon', published in Jersey by J Stead, 1801	JA/3652	03/12/2020
States Greffe	Rolling accession for Government of Jersey internal communications distributed via the States Intranet, 2020	JA/3543	21/01/2020
Ports of Jersey	Ports of Jersey additional deposit of Group Systems and Technical Services records. Includes records relating to airport terminal development and electronics projects, c1979-1998. Also includes plans and diagrams relating to public buildings c1980-2000	JA/3620	14/09/2020
Department For Infrastructure	Department for Infrastructure additional deposit. Includes: Contract box files, numbers 4-120 (not inclusive)	JA/3640	17/11/2020
Department For Infrastructure	Department for Infrastructure additional deposit. Includes: Contract box files, numbers 122-163 & 439-694 (not inclusive)	JA/3645	24/11/2020

APPENDIX A

TRANSFERRING DEPARTMENT	ACCESSION DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Department For Infrastructure	Department for Infrastructure, Housing and Environment deposit. Includes: Building Control application form records, November 2020	JA/3656	24/11/2020
Health and Community Services Department	Blank forms used in testing related to the coronavirus pandemic, 2020	JA/3571	10/07/2020
Jersey Telecom	Jersey Telecoms additional deposit. Includes photographs, phonecards and publicity material, c1923-1998	JA/3592	09/07/2020
Property Holdings	Property Holdings Department additional deposit of Photographs, negatives and slides of buildings, c1990s	JA/3630	22/10/2020
Property Holdings	Property Holdings Department additional deposit of a plan of Fort Regent Rotunda	JA/3655	01/12/2020
Economic Development, Tourism, Sport and Culture	Transfer of various general filing material from the former Economic Development, Tourism, Sport and Culture department	JA/3600	27/07/2020
Superintendent Registrar	Superintendent Registrar additional deposit. Includes scans of birth certificates of individuals born in the UK during the Second World War to parents who had evacuated from the Channel Islands, 1940-1942 & 1945-1946 (not inclusive)	JA/3601	31/07/2020
Trinity School	Trinity School additional deposit. Includes punishment book, 1917-1957, retirement certificate of Ernest John Gruchy, 1927	JA/3643	23/11/2020
Ports of Jersey	Ports of Jersey additional deposit	JA/3632	23/10/2020
Housing Department	Growth Housing and Environment Department deposit. Includes: Letters, Management Team Agendas and Management Team Notes, 2002-2009. Also includes advertising collateral for the 'Proud of you for picking up my poo' campaign	JA/3603	29/07/2020
Growth, Housing and Environment	Growth Housing and Environment Department [formerly Department of the Environment] additional deposit of Planning Policy and Listed Building decision files	JA/3649	30/11/2020
Parish of St Brellade	Parish of St Brellade additional deposit. Includes: Rates assessments by property, July 2020	JA/3604	09/07/2020
Parish of St Brellade	Parish of St Brellade Electoral Roll, September 2020	JA/3617	01/09/2020

APPENDIX A

TRANSFERRING DEPARTMENT	ACCESSION DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Parish of St Martin	Parish of St Martin additional deposit. Includes: General and Roads accounts, 1963-1975	JA/3556	21/02/2020
Parish of St Saviour	Parish of St Saviour additional deposit. Includes: Police minutes, 1991-2009; Roads committee minutes, 1996-1999; Villedieu les Poelles twinning committee minutes, 1991-1999	JA/3549	14/01/2020
Parish of St Saviour	Parish of St Saviour Electoral Roll, September 2020	JA/3618	03/09/2020
Parish of Trinity	Parish of Trinity Rates List and Electoral Roll, September 2020	JA/3619	07/09/2020
Parish of St Lawrence	Parish of St Lawrence additional deposit of a Liberation 75 Special Edition of the parish magazine, 'Les Laurentins', 2020	JA/3651	21/11/2020
Parish of St Lawrence	Parish of St Lawrence additional deposit. Includes: Rates list and electoral register, September 2020	JA/3648	24/11/2020

APPENDIX B

KEY PERFORMANCE INDICATORS

INDICATOR	2018 RESULT	2019 RESULT	2020 FORECAST	2020 RESULT	2021 FORECAST	COMMENT
Number of new collections (public and private records) accessioned	164	149	165	121	150	<p>Drying out of the new strongroom block and Covid-19 restrictions have led to a reduction in the transfer of public records from 63 collections in 2019 to 30 in 2020.</p> <p>Transfers of private collections have increased from 86 in 2019 to 91 in 2020. This can be attributed to individuals having time to sort through records during lockdown and the publicity about Liberation75 and the importance of personal archives.</p> <p>2021 forecast reflects a slight decrease in private accessions and a return to 2019 levels of public material.</p>
Cubic measurement of new collections accessioned	35 cubic metres	8.1 cubic metres	40 cubic metres	12 cubic metres	40 cubic metres	<p>The drying out of the strongroom block meant that we were only able to start taking in large collections in November 2020.</p> <p>2021 forecast reflects the collections that we know are in temporary storage waiting to be transferred to Jersey Archive in 2021.</p>
Digital measurement of new collections accessioned	Not counted	45.8 GB	55 GB	115 GB	100 GB	2020 total includes three large collections of digitised content including CTV film footage, a private collection of film footage and digitised copies of the JEPs covering the Second World War.
Time until Jersey Archive is full	3 months	Archive Full	25 years	32 years	30 years	2021 forecast reflects completion of new strongroom and takes into account backlog of collections that are ready to transfer.
Newly catalogued records available online	30,969	38,501	40,000	46,177	40,000	<p>2020 result includes 23,000 digital copies of records added by staff during the March - June lockdown.</p> <p>Records added by volunteers have been reduced as they were not able to access the archive during closure due to Covid-19.</p>
Number of retention schedules in place	194	195	195	191	191	Government of Jersey reorganisation has led to some schedules being combined in 2020.

APPENDIX B

INDICATOR	2018 RESULT	2019 RESULT	2020 FORECAST	2020 RESULT	2021 FORECAST	COMMENT
Number of retention schedules reviewed	32	35	94	25	29	<p>All public institutions who were due for a 5 year retention schedule review were contacted by archive staff in 2020.</p> <p>Covid-19 restrictions and a review of internal Government Records Management has meant that a number of reviews have been put on hold.</p> <p>2021 forecast reflects public institutions whose schedules will be reviewed as part of a move by Government to a database retention schedule format.</p>
Public Access to Jersey Archive – days open per year	163	162	164	118	178	<p>Jersey Archive was closed under Government Regulations from 24 March 2020 to 23 June 2020.</p> <p>2021 forecast reflects closure under Government Regulations from 5 January 2021 to 3 February and move to 4 day per week opening from 17 May.</p>
In person visits to Jersey Archive	2,870	2,713	2,700	1,245	1,500	<p>Reduced number of in person visits to the archive due to lockdown, reduced numbers of tourists and reduced local use in Q3/4 due to Covid-19 concerns.</p> <p>2021 forecast reflects uncertainty of current in person use.</p>
Online catalogue visits	122,027	86,968	90,000	212,184	250,000	<p>Significant increase in online catalogue use during lockdown has continued through to the end of 2020.</p> <p>Subscriptions up by 25% on end of 2019. Work also carried out on optimising search engines to ensure that the site appears higher up listings.</p>
Distance enquiries	3,723	3,542	3,500	3,776	3,500	Sustained level of distance enquiries in 2021.
Attendance at archive talks	1,802	2,114	2,000	1,870 listened live 1,682 listened at a later date	1,000 live 1,000 at a later date	<p>2020 Family History Festival was cancelled but What's Your Street's Occupation Story moved online.</p> <p>Figures have been included for those who listened live and those who listened to the talks online at a later date.</p> <p>2021 forecast reflects the move to an online programme and not being able to give talks to large groups.</p>

APPENDIX C

ARCHIVE FUNDING

Jersey Heritage receives an annual grant from the States of Jersey to run a wide range of services including the provision of an archive. The organisation also self-generates around 50% of its income through a range of activities including admissions, membership and heritage lets and venues. The self-generation element of Jersey Heritage's income is largely produced through gate receipts from our visitor attractions. This income was severely impacted by the pandemic in 2020 and the organisation made significant cuts to public programmes and received a one off grant from the States of Jersey to balance the budget in 2020.

Jersey Archive is an integral part of Jersey Heritage and the public of Jersey benefit from the overall synergies between the provision of archive, historic environment and museum services. Synergies include central support services across the organisation such as buildings maintenance, collections management, finance and human resources. As a result of these shared central costs it is difficult to give a definitive stand-alone figure which reflects the exact cost of running the Jersey Archive service. However the table below gives an indication of spend in different areas of the archive services operations.

AREA	2018 ACTUAL SPEND	2019 ACTUAL SPEND	2020 ACTUAL SPEND
Building Maintenance – Jersey Archive	£32,634	£14,855	£15,378
Conservation, Preservation and Packaging Materials	£20,411	£14,231	£23,886
Digital Preservation System			£12,800
Disaster Planning	£620	£664	£797
Documentation and online development	£6,087	£8,350	£7,209
Environmental Costs and Maintenance of Building Management System – Jersey Archive	£15,601	£2,636	£5,190
Gardening and Cleaning	£7,259	£6,998	£7,819
Heat, Light and Water	£32,839	£31,600	£30,423
Interpretation, Public Services and Support Costs	£7,976	£3,983	£6,759
Marketing	£1,689	Central	Central
Permanent Staff – 8.1 FTE and caretaker including social security, pension, holiday costs etc.	£402,355	£413,828	£503,809
Security	£2,261	£1,512	£10,448
Sponsored Events	£7,022	£6,446	£2,139
Total	£536,754	£505,103	£626,657

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

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

Archives Unlocked, The National Archive

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