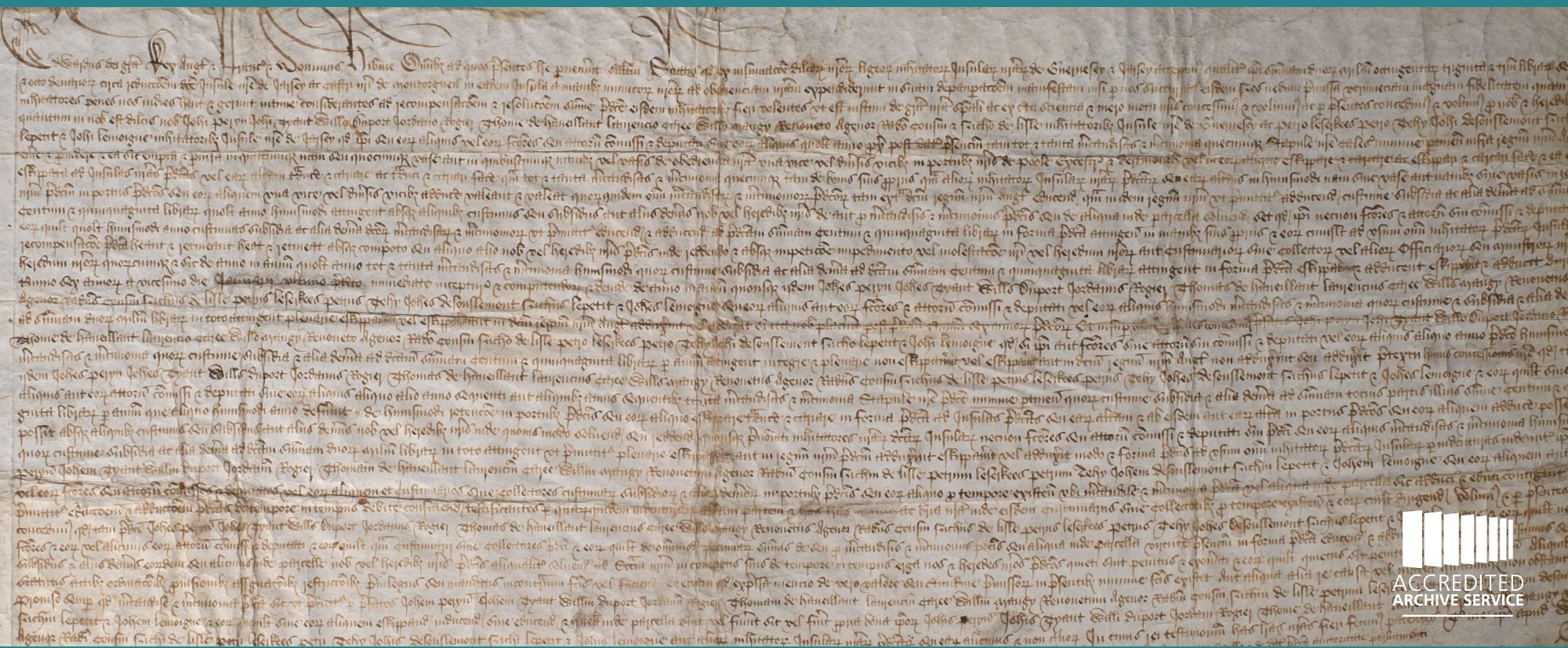


2019 ANNUAL REPORT ON THE WORK OF JERSEY HERITAGE AND THE ARCHIVIST UNDER THE PUBLIC RECORDS (JERSEY) LAW, 2002



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INTRODUCTION

Archives form the unique records of our lives and communities, from official Government documents and States of Jersey minutes to business collections, personal papers and family stories. In 2019 Jersey Archive continued to fulfil its role as the Island's repository for our recorded heritage whether digital, paper, film, oral or parchment.

In 2019 the archive received 149 new collections including thousands of individual documents, over 8,000 of which were in a digital format. The archive team worked with our group of volunteers to add 38,501 new records to our online catalogue, allowing information about Jersey's history to be shared with a global audience. During 2019 over 50 different volunteers worked with staff at the archive donating over 3,400 hours of their time to help us preserve and promote the unique material that the archive holds.

We continued to promote the work of Jersey Archive to the local community and to a global audience with nearly 90,000 people engaging with our online catalogue and over 2,000 people visiting Jersey Archive to listen to our What's Her Street's Story programme of talks and to attend our French themed Family History Festival.

We also continued to work with Public Institutions to ensure that records are managed appropriately and those with archival value are transferred to the Jersey Archive. In 2019 we reviewed 35 retention schedules to ensure that they reflected the records that are currently produced by each institution.

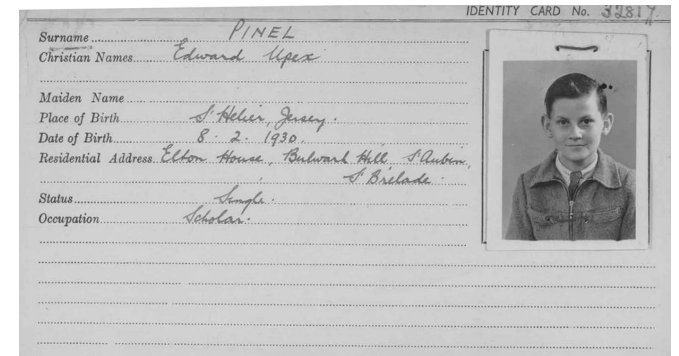
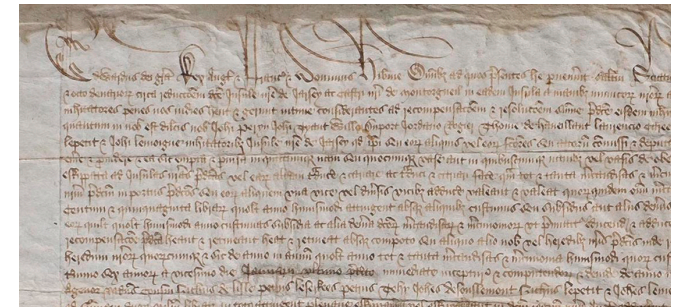
In 2018 my report highlighted the need for more staff to work at Jersey Archive, specifically to allow us reduce our cataloguing backlog, reduce our conservation and preservation backlog and to provide more support

in the areas of digital preservation and records management. At the end of 2019 in the Government Plan Jersey Heritage received additional funding for 2020, part of which was specified for additional staffing at Jersey Archive to help us begin to resolve these long standing issues. We need to ensure that there is a long-term commitment to additional funding as the archive continues to receive more physical and digital records on an annual basis.

In 2020 the extension to Jersey Archive is due to be completed. This £3.5 million project will double the storage space at Jersey Archive giving the capacity for us to continue to collect and store Jersey's written heritage for at least the next 25 years. The extension also includes a server room for digital archives and this, combined with our digital preservation system will allow us to continue to accept not only physical but also digital material.

During 2018 and 2019, whilst the purpose built stongroom was being constructed, the archive team identified over 5,000 boxes of public records that are due to be transferred to Jersey Archive in 2020-2021 and placed in the new extension.

Linda Romeril
Archives and Collections Director,
Jersey Heritage - 19 April 2020



RECORDS ADVISORY PANEL

FOREWORD

The Archivist and Jersey Heritage Trust are to be congratulated once again on a successful year in running Jersey's Archive service. The year 2019 has seen an extraordinary and diverse range of activities taking place at the Jersey Archive: cataloguing, conservation, research, advisory work, education, training, publications – the list goes on. Special highlights in 2019 included the Family History Festival in March and the popular series of 'What's Her Street Story' talks which took place throughout the year.

2019 marked a period of consolidation and development for the Jersey Archive. The Archive Extension progressed steadily and is scheduled for completion in mid 2020, when it will double the Archive's storage capacity. Nearly 40,000 records were added to the online catalogue, helping to cater for the ever-increasing demand for online access to historical records. Work continued with public institutions on the reviewing of retention schedules – a critical function under the Public Records Law – and further collections of records were deposited with the Archive. These and other activities are covered in more detail in the Archivist's report.

The Records Advisory Panel is pleased to note the improvement in the percentage of closed records made available to the public at the beginning of 2020. The training session run by the Jersey Archive in November 2019 for public institutions has undoubtedly helped to raise the level of understanding of this issue. As noted by the Archivist in her report, there is still a significant backlog of closed records awaiting review from 2018 and 2019, and the Panel looks forward to this being given due priority by the relevant public institutions.

Jeremy Harris
Chairperson,
Records Advisory Panel



BELONGING – CONNECTION – ISLAND

Archives help people feel a sense of connection with and belonging to their Island, community, home, organisation, school and family. Jersey Archive runs a full programme of talks, tours and events with over 2,000 individuals attending an event in person in 2019. Several thousand more read our articles in local, national and international magazines and newspapers. The archive staff regularly give interviews in local media to promote our collections and tell people the stories of our Island.

CASE STUDY

WHAT'S HER STREET'S STORY

In 2019 Jersey celebrated 100 years of women's suffrage with exhibitions, events, talks and tours taking place throughout the year. The anniversary enabled us to open up the documents telling the story of the vote to the local community through exhibitions in various locations such as the Royal Court, Highlands College and the Old Magistrates Court.

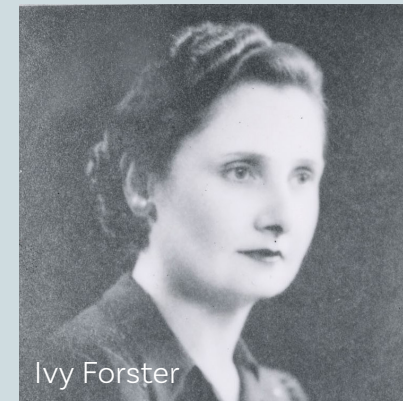
As a tribute to those who fought for female suffrage we rebranded our 2019 What's Your Street's Story campaign. WYSS became a year of talks entitled What's Her Street's Story, focusing on some of the iconic Jersey women whose lives have impacted our Island. The campaign told the stories of an individual woman or group of individuals from a particular area.

These included Florence Boot who revolutionised Boots the Chemist and made several charitable donations to the Island including Coronation Park at Millbrook, Louisa Gould who died in Ravensbruck Concentration Camp after sheltering a Russian prisoner and her sister Ivy Forster who became the first female States Deputy at Millais and the story of the woman who campaigned for female suffrage and was blocked from standing for election, Caroline Trachy at Mont Cochon.

Caroline was a regular writer to the Evening Post and on 24 May 1919, just after the States of Jersey had passed The Franchise Bill extending the vote to men over the age of 20 and women

over the age of 30, she wrote the following;

'Not-withstanding the fact that we are supposed to be advancing and enlarging our views and leaving the old cramped fads behind, there are men yet in the States who will persist in treating women as inferior. Many girls of twenty are flighty and frivolous I grant but so are boys at that age and even amongst old men and women age has nothing to do with fools and frivolous people. These types are to be found amongst all ages. No, the problem re. the votes lies in character and the poor man can be just as fine a character as the better placed man. The vote should be given to all people over the age of twenty-one..'



ENRICHMENT - OPENNESS - COMMUNITY

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. Volunteers are a key part of the team at Jersey Archive and our monthly talks have helped to create an archive community of people who want to learn more about their history. We work in partnership with a number of local organisations, offering talks and reminiscence sessions to the local community.



CASE STUDY

ARCHIVE VOLUNTEERS

In 2019 50 different volunteers worked with the team at Jersey Archive to provide added value cataloguing, repackaging, scanning and indexing. This work allowed us to add 21,000 new entries to the online catalogue and to index 40,000 names of those individuals whose names appear in Jersey's 19th century court records. Volunteers also worked on scanning images from the *Jersey Evening Post* photographic archive and assisted the Archive Conservator with repackaging and preservation projects.

Our long-term partnership with the Channel Island's Family History Society continued throughout 2019 with the Society supporting access to their records at Jersey Archive by providing volunteers to assist researchers in the public areas of the building. CIFHS volunteers are on duty during the week whilst the archive is open and provide specialist support for those researching their family history.

Government of Jersey strategic priorities include a commitment to improving Islanders' wellbeing and creating a skilled local workforce for the future. Through the volunteering programme at Jersey Archive, as part of the wider programme across

Jersey Heritage, we can support both of these priorities, offering opportunities for people to feel part of the local community and also for individuals to work with the team at Jersey Archive, developing their skills before moving into the workforce.

Research undertaken by Volunteer Scotland¹ in 2018 highlights that volunteering improves mental health and reduces social isolation and loneliness. The Volunteering for Wellbeing² programme in the UK looks specifically at volunteering in the heritage sector and delivered a programme of volunteering, training and placements across 10 heritage venues in Greater Manchester. The programme found that;

'The evaluation has demonstrated significant improvements in participants' mental and emotional health. It has led to improvements in their creativity, aspirations, life satisfaction, social connections and reductions in stress.'

Volunteers contribute a significant amount to the services provided by Jersey Archive, without their support our online catalogue, digitisation programme, preservation programme and service at help desk would not continue to develop at the current rate.

¹ https://www.volunteerscotland.net/media/1530540/the_effect_of_volunteering_on_health_and_wellbeing_a_university_of_stirling_student_project.pdf

² <http://volunteeringforwellbeing.org.uk/>

CASE STUDY

FAMILY HISTORY FESTIVAL – FRENCH CONNECTIONS

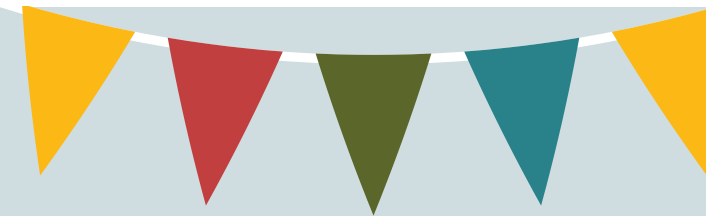
In 2019 Jersey Archive hosted its second Family History Festival focusing on French connections. The archive was open from Friday 15 - Sunday 17 March with a whole series of free talks, tours and workshops. The highlight of the festival was an appearance by French professional genealogist Sophie Boudarel who gave tips on tracing French ancestors and talked about the reasons behind migrations from France to Jersey.

The festival highlighted the links that many people living in Jersey have with the French communities that have moved to the Island over the centuries, from the Huguenot refugees of the 16th and 17th centuries to the proscribers, such as Victor Hugo in the 19th century and the Breton farmworkers who came to the Island for seasonal work in the late 19th and early 20th centuries.

Over the three days of the festival we welcomed over 450 people to the various talks and tours and hope to have inspired those with French connections to understand more about the reasons that their ancestors moved to Jersey and became part of our local community.



'I came to 8 talks over the 3 days and enjoyed it very much.'



'Thank you for sending me this presentation by Sophie, it's invaluable! All the presenters were interesting and the whole weekend has rekindled my interest...'

REGISTRATION CARD, J 377/6 us 24/9/56, File JG 183

MALE.		REGISTRATION CARD.	
(1) NAME (Surname first in Roman capitals) GALLOU Jean LE.	(2) IDENTITY BOOK OR REGISTRATION CERTIFICATE No. 10000194116 Date 08th September 1934. Issued at Jersey.		
ALIAS	(3) NATIONALITY French. Born on 29/5/1918. Pommerit Jaudy, Cotes du nord, France.	(4) PREVIOUS NATIONALITY (if any) (Marrried 21/10/1946)	(5) PROFESSION or OCCUPATION (Married) (Single)
(6) Arrived in U.K. on / / 1918.	(7) Address of last residence outside U.K. Pommerit Jaudy, Cotes du Nord, France.	(8) GOVERNMENT SERVICE	(11) SIGNATURE OR LEFT THUMB PRINT J. Le Gallo
(9) PASSPORT or other papers as to nationality and identity Birth Certificate no.11 issued at Pommerit Jaudy, France on 31/8/1934.			

IMPACT – ONLINE – INTERNATIONAL

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. The Jersey Heritage online catalogue allows us to reach an international audience. The catalogue has descriptions of over 600,000 archive and museum items and the content reaches over 85,000 people each year.

CASE STUDY

CASE STUDY - FAMILY TREE LIVE AND ANCESTRAL TOURISM

In 2019 Archive staff attended the Family Tree Live genealogy event which was held at Alexandra Palace. The event took place over 2 days and was a showcase to promote family history resources from family history societies, national institutions such as the British Library and internet providers such as FamilySearch and FamilyTree DNA. The Family Tree Brand has a reach of over 70,000 and the marketing campaign for the Family Tree Live show allowed Jersey Heritage's resources to be promoted to family historians and enthusiasts throughout the UK and beyond.

The Family Tree Live event was a fantastic way to promote the online services provided by Jersey Heritage and also to encourage those with Jersey ancestors to come and visit the Island and walk in their shoes. Scotland and Ireland have both harnessed the growing trend for ancestral tourism with research suggesting that 23% of long-haul visitors to Scotland travel there to track down their Scottish Ancestry.³

There is evidence from both virtual and in house visitors to Jersey Archive that attendance at events such as Family Tree Live and the promotion of our online catalogue are encouraging ancestral tourism and raising awareness of the stories that Jersey has



to tell. In 2019 over 34% of online catalogue users were from the UK with 7.5% from the US, 6.6% from Australia and 5% from Canada.

47% of readers who registered when they visited Jersey Archive in person in 2019 were not from Jersey. Registered readers during the year included Australians, Canadians, Americans and a significant number of people who came to the Island from the UK in search of their ancestors.

'Wonderful, helpful people, with grateful thanks from Aubin and Ahier descendants (New Zealand)'

³ <https://www.telegraph.co.uk/travel/comment/dna-heritage-ancestral-tourism/>

TRUST – ACCOUNTABILITY – CUSTODIAN

Archives help people to make informed decisions and act as evidence of political, community and personal actions. Jersey Archive has a key role as the impartial custodian of public and private records. We work to ensure that the decisions and policies of government, businesses, communities and individuals are recorded and preserved to act as evidence for current and future researchers.

CASE STUDY

ARCHIVING OF AND ACCESS TO THE RECORDS OF THE INDEPENDENT JERSEY CARE INQUIRY

On 3 July 2017 the Independent Jersey Care Inquiry published their report into the abuse of children in the Island's care system. The report included 8 recommendations concerning the future of child care in Jersey, the Inquiry's findings and legacy. As part of those recommendations, the Inquiry intended to make arrangements for the archiving and storage of material provided to and produced as a result of the Inquiry.

In their recommendations the Inquiry highlighted the importance of archives as a source of government accountability as well as a source of social and political history;

'13.46 The Inquiry received millions of pages of documents and evidence. Those that were considered most relevant and that have been used during public hearings and in coming to the findings in this report have been redacted and put into the public domain. The evidence includes detailed accounts and personal experiences of child care in Jersey, which are an important contribution to the record of the island's history. From stories of interaction between occupying troops and residents of children's homes through to

accounts of daily struggles of Jersey families, to the background to Operation Rectangle, a vast collection of data held by the Inquiry chronicles the response of Jersey to the needs of its most vulnerable children and sets out how they were affected by state policies and intervention. This material is an important source of social and political history for the people of Jersey and for scholars in those fields.'

The Inquiry recommended that;

'13.48 We recommend that all public-domain material from the Inquiry should remain in the public domain in perpetuity, and that the archive of its documentation should be preserved for Jersey... The Panel also recognises that provision must be made to future-proof the Inquiry archive so that documents can be accessed and read as technologies develop and the software of the present day becomes redundant (for example, in the way that punchcards, tape and floppy disks create problems for current systems).

Public domain material from the Inquiry was transferred to Jersey Archive in November 2017. In January 2018, staff at Jersey Archive began

the process of cataloguing the public domain material, with evidence appearing upon the Jersey Heritage Online Catalogue from January 2018. The cataloguing process was completed in December 2019 with 11,188 documents having been catalogued, indexed, checked for redactions and placed online. The documents have been placed on the Jersey Archive digital preservation system to ensure that, as the Inquiry recommended, the file formats are future proofed and preserved for the future.

Evidence deposited by the Inquiry at Jersey Archive is now freely available to read either online or at the Jersey Archive. It is not necessary to hold a Jersey Archive Reader's card or have purchased a subscription to the Jersey Heritage Online Catalogue in order to view material transferred to the Jersey Archive by the Inquiry. Since the publication of the material online the main IJCI page has been viewed over 650 times.

PUBLIC RECORDS LAW COMPLIANCE - IDENTIFICATION

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 key 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.

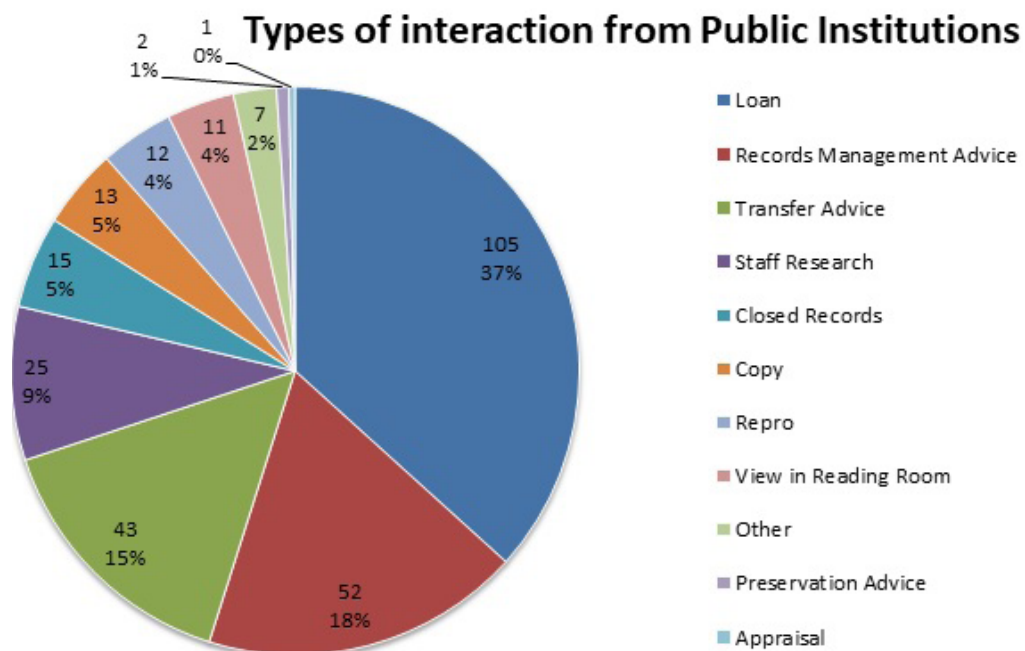
Many public institution's retention schedules were put in place as part of preparation for Freedom of Information legislation in 2014-2015 and therefore in 2019 a number of schedules were due for their 5 year review. In 2019 the archive team reviewed 35 retention schedules, ensuring that the records identified in those schedules were still being produced and that the relevant function still existed within the public institution.

The One Government Restructure has meant that a number of functions have moved and this has led to a delay in the review of some schedules. In these cases the archive has been asked to delay the 5 year review until the structural moves have been completed. As a result some 5 year reviews from what was the Chief Minister's Office and the Economic Development Department have been moved to 2020.

| TRANSFER | CARE AND ACCESS

PUBLIC INSTITUTION ENQUIRIES

In 2019 archive staff answered 286 enquiries directly from public institutions covering loans of documents, records management advice and transfer advice. The majority of enquiries, 37%, concerned the loan of documents back to the public institutions to allow them to answer data subject access requests and FOI enquiries. Advice on records management and the transfer of records to the Jersey Archive were the next most popular enquiries.



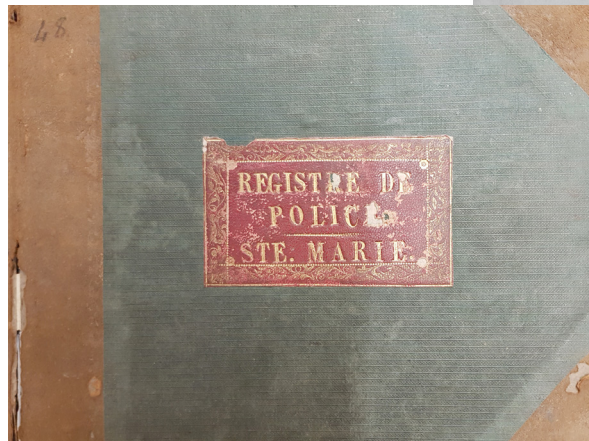
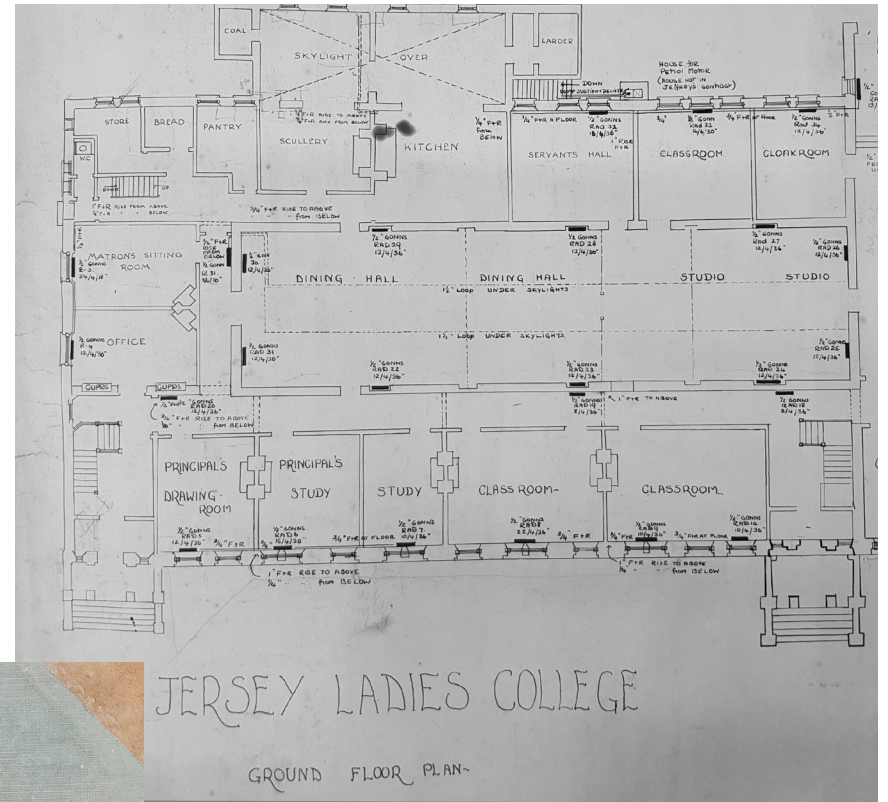
TRANSFER OF ARCHIVES

Once public records have been identified as having archival value in the public institution's retention schedule they should be transferred to Jersey Archive for permanent preservation, either as digital or physical archives. During 2018 - 2019 whilst the new strongroom block was being built, Jersey Archive was unable to accept large deposits of physical records. Public institutions have been asked to store archival material in the short term whilst the building was completed. With completion due in April 2020 this will mean that a large number of collections will be transferred to the archive in the second half of the year.

In 2019 we did continue to accept transfers of digital material and smaller collections of physical archives. In total 149 collections of public and private records were transferred to Jersey Archive and accessioned into the collections as worthy of permanent preservation. This included 63 collections from public institutions such as the Department for Children, Young People, Education and Skills, the Department of the Environment, External Relations, a number of Parishes, Property Holdings, Treasury and Exchequer and the States Greffe.

Significant items that were transferred during the course of 2019 include records relating to Queen's Valley from the Parish of Grouville, original drawings for Ladies College from Property Holdings, correspondence concerning the ownership of property during the Occupation from the States Greffe and a number of records from the Parish of St Mary including Honorary Police Incident Books from 1869 - 1968 detailing arrests within the Parish.

A full list of collections can be viewed at Appendix A





PRESERVATION AND CONSERVATION

Preservation and conservation of archive material is a key part of the work undertaken by staff at Jersey Archive and ensures that the unique material we hold is preserved for future generations to learn from and enjoy. When material is transferred to the archive our Conservator makes an initial assessment of the condition of the collection. Collections are then cleaned, reboxed, checked for insect infestation and frozen to eradicate any live larvae if appropriate.

Whilst preservation of records covers the basic cleaning and appropriate packaging of material so that it is secure in storage, conservation defines the active intervention to repair material so that it can be used by the public in our reading rooms. Some items arrive at Jersey Archive in such poor condition that they cannot be made available to the public until conservation treatment has taken place and restricting access to documents for conservation reasons is consistent with our duties under the law.

In 2019 we worked to conserve documents in house and also with an external firm of book binders. As a result of this work 29 items have undergone conservation treatment and are now in a stable condition and can be viewed by members of the public. There are still 2,645 catalogued items that are rated as unusable and in need of conservation. Items conserved in 2019 include the Register of Services for the Chapel at the General Hospital and the minute book of the Women's Jersey Political Union which covers the period 1923 - 1928.

During this period the WJPU was campaigning for women to have full and equal civil and political rights with men and also putting forward the first female candidates for election to the States of Jersey. We were delighted that, in the year we celebrated the 100th anniversary of female suffrage, we had the support of a Jersey Heritage Patron in paying for the repair of this volume.

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 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 the storage areas are continually monitored using a building management system. In 2019, to coincide with the building of the new archive strongroom block we upgraded our building management system, which controls and records the environment within the strongroom, to ensure that both new and old strongrooms could be monitored from the same central point.

The brief for the new strongroom included a review of the existing block to assess the performance of the passive system. This review included recommendations to improve the conditions in the original strongrooms. In 2019 Jersey Heritage was able to carry out some of these recommendations such as the replacement



PUBLIC RECORDS LAW COMPLIANCE - IDENTIFICATION | TRANSFER | CARE AND ACCESS

of all lights with LEDs. We also started the process of replacing vents to allow for better control of the internal conditions by the buildings management system.

The changes carried out in 2019 have had an extremely positive impact on the environmental conditions in the existing block. The criteria set out in BS4971 for temperature between 13-22°C with an annual average of less than 18°C was met on all floors of the strongroom block. This is the first time that the standard has been achieved 100% of the time.

The criteria for humidity in BS4971 is between 35-60% RH. Whilst our passive control is generally able to maintain RH within the appropriate range each floor of the strongroom block has a dehumidifier which is turned on manually when RH reaches 58%. In 2019 the 1st, 2nd and 3rd Floors were compliant with the standard 100% of the time. The RH on the ground floor of the strongroom block exceeded 60% on 7 days in 2019.





CATALOGUING

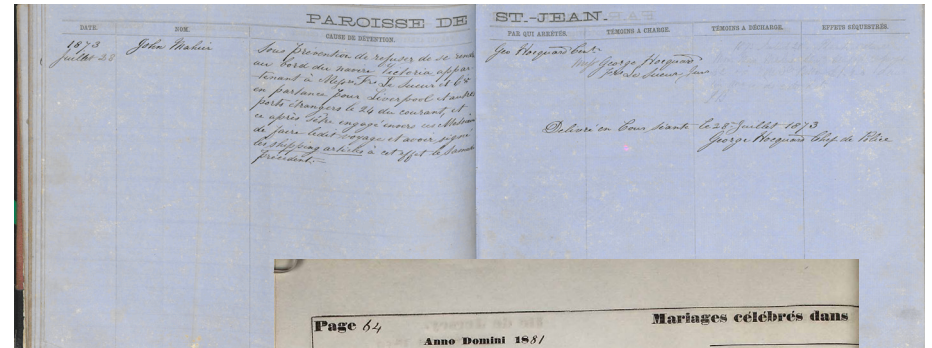
The cataloguing, indexing and locating of documents is key to ensuring appropriate levels of access to the archival records in the custody of Jersey Heritage. One of the principal duties of the Archivist under the Public Records Law is to ensure that public records are appropriately managed and made available for public access. The detailed cataloguing of records to our online database allows people to search across the records held at Jersey Archive for names of family members, places and subjects of interest. Through the cataloguing process we can identify key themes and stories across collections to build a picture of a person's life or the history of a property.

In 2019 staff and volunteers added 38,501 new enhanced descriptions to the online database. These can be divided into the added value work of the volunteers through which they add detailed individual descriptions and records for each marriage and baptism to the system and new document catalogue entries from staff which include descriptions of records that have not previously been available for people to view at the archive.

In 2019 the volunteers added over 20,000 added value records indexing individual marriage and baptism entries from Jersey's Church of England, Methodist and Catholic registers and page entries from the Parish Honorary Police Incident Books. At the same time staff completed the cataloguing of over 5,000 records from the Independent Jersey Care Inquiry over 2,000 images from the Jersey Evening Post photographic collection, nearly 2,000 private records from family collections and over 700 States Projets.

PUBLIC RECORDS LAW COMPLIANCE - IDENTIFICATION | TRANSFER | CARE AND ACCESS

The cataloguing backlog at Jersey Archive currently stands at 225 cubic metres of physical material and several thousand digital files. This will increase by at least another 40 cubic metres in 2020 once the new strongroom is ready to store more records.



Page 64

Année Domini 1881

Mariages célébrés dans
Marriages solemnized in the Parish of

No.	Date du Mariage.	Noms de Baptême et de Famille des Mariés.	Age.	Condition.	Rang, Etat, or Profession.
No.	When Married.	Christian and Family Names of the Parties.	Age.	Condition.	Rank, Trade, or Profession.
166	1881 Janvier 13 ^e	Philip Godol	29	Garçon	Cellier
		Madeleine Elizabeth Haeguel	26	Fille	
Mariés dans la paroisse de S. Marie, conformément aux rites et cérémonies de l'Eglise. Ce Mariage a été célébré entre nous { Philip Godol. This Marriage was solemnized between us { Madeleine Elizabeth Haeguel					
No.	Date du Mariage.	Noms de Baptême et de Famille des Mariés.	Age.	Condition.	Rang, Etat, or Profession.
No.	When Married.	Christian and Family Names of the Parties.	Age.	Condition.	Rank, Trade, or Profession.
167	1881 Avril 2 ^e	John Le Masson	29	Garçon	Cellier
		May Jean Guechy	24	Fille	
Mariés dans la paroisse de S. Marie, conformément aux rites et cérémonies de l'Eglise. Ce Mariage a été célébré entre nous { John Le Masson. This Marriage was solemnized between us { May Jean Guechy					
No.	Date du Mariage.	Noms de Baptême et de Famille des Mariés.	Age.	Condition.	Rang, Etat, or Profession.
No.	When Married.	Christian and Family Names of the Parties.	Age.	Condition.	Rank, Trade, or Profession.
168	1881 Juin 12	Philip George Baeguel	23	Garçon	Manni
		May Etal	25	Fille	
Mariés dans la paroisse de S. Marie, conformément aux rites et cérémonies de l'Eglise. Ce Mariage a été célébré entre nous { Philip George Baeguel. This Marriage was solemnized between us { May Etal					

PUBLIC RECORDS LAW COMPLIANCE - IDENTIFICATION | TRANSFER | CARE AND ACCESS

Signature	Adresse	Condition	Paroisse	Numero d'ordre Liste 1911	Recherches de Rente
Ely M. Brarrell	La Houle Manor	non-marié	B.	277	392
Eolite E. M. de Lisle née Summer.	Belle vue	veuve	B	328	23
Rhoda A. Silliver née Utterton	Belle vue	veuve	B	339	40
Auguste C. Measlin née Low	Maison du Coin	veuve	B	269	152
Annie F. Wilson née Timmons	Horiana, Braumont	veuve	B	319	72
Frances E. Horne née Timmons	Horiana, Braumont	veuve	B	321	12
Elihu P. Carter née Thompson	2 Boulevard Avenue	veuve	H	4181	190
Margaret E. C. Naudin née Thompson	Braclée, Braumont	non-marié	H	3521	9
Charlotte B. Bowman née Wrayley	Hillside, St Peter's	veuve	P	175	31
S. J. Atke née Oliver	Agawong, Braumont	veuve	P	65	16
M. H. Hartman	Compagnon H. Braumont	non-marié	P	188	106
			H	688	31
Anna M. Major	3 Romney Place	non-marié	H	4130	10
Isabel Harbury née de St. Croix	Pied du Coté	veuve	H	4070	119
Henriette Bony née Allitt	High Park Cottage, First Town	veuve	H	4041	181
Le de Le Perrier ? née de Bruchy	Route du Mont Cochon	veuve	H	4100	73
R. E. Bruce nauffsteadt	Zephyr House, Rue de l'Église	non-marié	H	4059	21
	St. Aubin's	veuve	B	323	15
E. M. de L. Popson	Boulevard Avenue	veuve	H	4135	10
Amelia M. Le Baultellier née Marrett	Barclay Avenue	veuve	H	4133	10
			B	406	5

ACCESS

The way in which people access archives has changed considerably in the 20 years since the Jersey Archive opened. In 2015 we published images of the German Occupation Registration Cards as part of the relaunch of our online catalogue and we now have a million images of documents online, available to be downloaded by subscribers to our catalogue.

Each image is digitised, either in house or by a third party and then attached to the catalogue record. This programme of digitisation has allowed individuals around the world to access Jersey's unique records at a time and place that suits them. In 2019 Jersey Archive participated in the CIPFA survey of archive's distance enquiry services. 94% of individuals judged the service that we provide as good or very good with 100% of individuals describing our website and the quality of the content provided as good or very good.

Individuals who completed the survey and/or use our online catalogue made the following comments;

'...the website is good, the response, very quick & congratulations on the hard work that has been carried out, compiling the information & in creating a service & library which is an important resource for all people who are interested in tracing their ancestors.'

'I am beavering away on my Huguenot refugee project, and hope to have my work finished and

published before the end of this year. I am very grateful to Jersey Heritage for all the excellent records you have put online. My work would be much more difficult without them.'

Whilst online access to records has become increasingly popular and offers those who find it hard to visit the archive an alternative way of accessing the records we hold, in person access to records at Jersey Archive will always be a key part of the service we provide. The staff at Jersey Archive provide in depth knowledge and assistance and can help interpret Jersey's records allowing family historians, house historians and researchers to delve deeper into their subject areas and find out even more detail about the stories they are following.

'Thank you so much for all your wonderful help and advice, you have brought the past to life.'

'Lovely Archive facility for the Island a credit to Jersey History.'

CLOSED RECORDS

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. The 2018 Archivist's report to the States of Jersey raised a concern in the marked decrease in the percentage of records opened to the public each year over the past 10 years. Whilst this decrease can be explained through the rise in data privacy and implementation of new data protection legislation in Jersey as a result of GDPR, the 2018 report pointed out that it is important that we continue to balance an individual's right to privacy against the rights of the citizen to information from public institutions enshrined in Freedom of Information legislation.

In response to the decreased numbers of files being opened and the fact that some records were not reviewed the Archive team held a closed records training session at Jersey Archive on Friday 8 November. All public institutions with records to be reviewed were invited to send representatives and 20 people attended.

During the training session we discussed the trend for fewer records to be opened, the responsibilities placed on public institutions by FOI regulations and the process for review. We then talked to public institutions about specific issues to consider when dealing with reviews of records that were 30 - 100 years old. We found that many institutions were dealing with historic files in the same way that they dealt with current FOI requests and an important part of the training was to point out that the files should be dealt with differently.


Public institutions were asked to consider the following issues when conducting the closed records reviews:

- Some exemptions, e.g. Commercial Privilege cannot be used after 30 years.
- Records series should be treated in the same way, e.g. if previous property condition schedules are open after 30 years this should continue unless the records are significantly different.
- Are there similar records open elsewhere, e.g. in correspondence files at the National Archive.

IDENTITY CARD No. 31474

W

Surname..... WICKINGS
 Christian Names..... Berge
 Maiden Name.....
 Place of Birth..... London
 Date of Birth..... 18. 9. 1927
 Residential Address..... Flat 3, 31 Broad Street, St Helier
 Status..... Single
 Occupation..... 30/12/42 Scholar Housemaid
 13/4/63 Flat 3, 31 Broad Street, St Helier




EX

IDENTITY CARD No. 19400

C

Surname..... CHARDINE
 Christian Names..... Albert Alfred
 Maiden Name.....
 Place of Birth..... St Martin, Jersey
 Date of Birth..... 30. 9. 1916
 Residential Address..... 29/11/41 Havelock, Jersey Village
 Fair View, Grouville
 Status..... Single
 Occupation..... Police Constable



EX

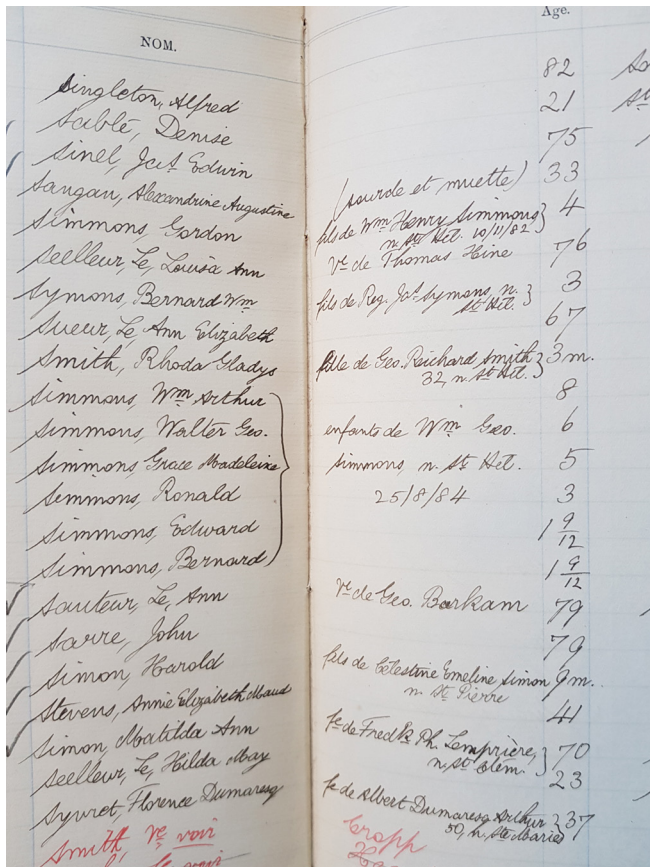
CLOSED RECORDS

- What other information is available and open to the public in Jersey, e.g. Occupation Registration Cards have all names, addresses and dates of birth from the Occupation period.
- How old are the people in records and do you need to apply a full 100 year closure for personal data.

We then looked at specific exemptions and how they might be applied to historic records. The session ended with a training exercise in which the attendees were split into groups and asked to review a number of records that were 30, 75 and 100 years old and decided whether they should be open or closed. Trainee feedback indicated that this was a useful session and gave those reviewing the files increased confidence in undertaking the reviews.

The percentage of records opened at 2020 shows a 16% increase on those opened at the start of 2019.

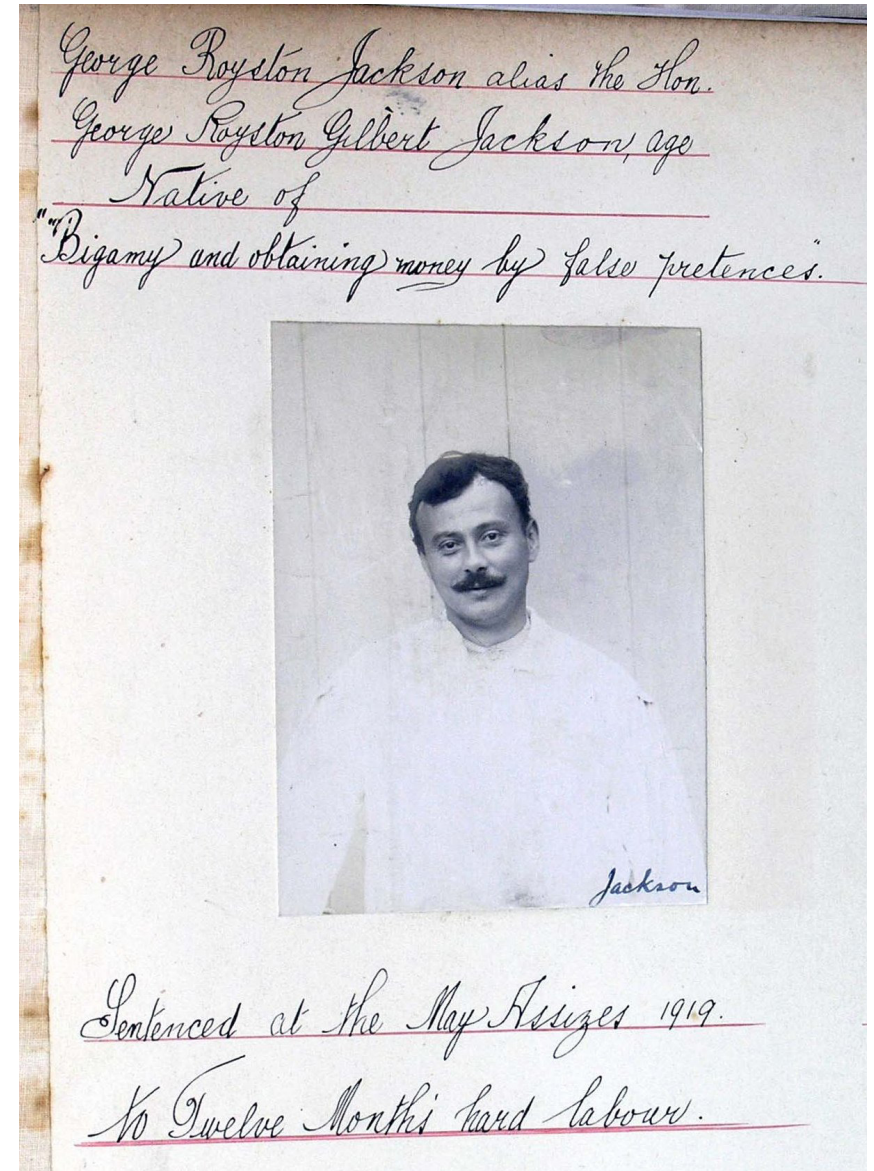
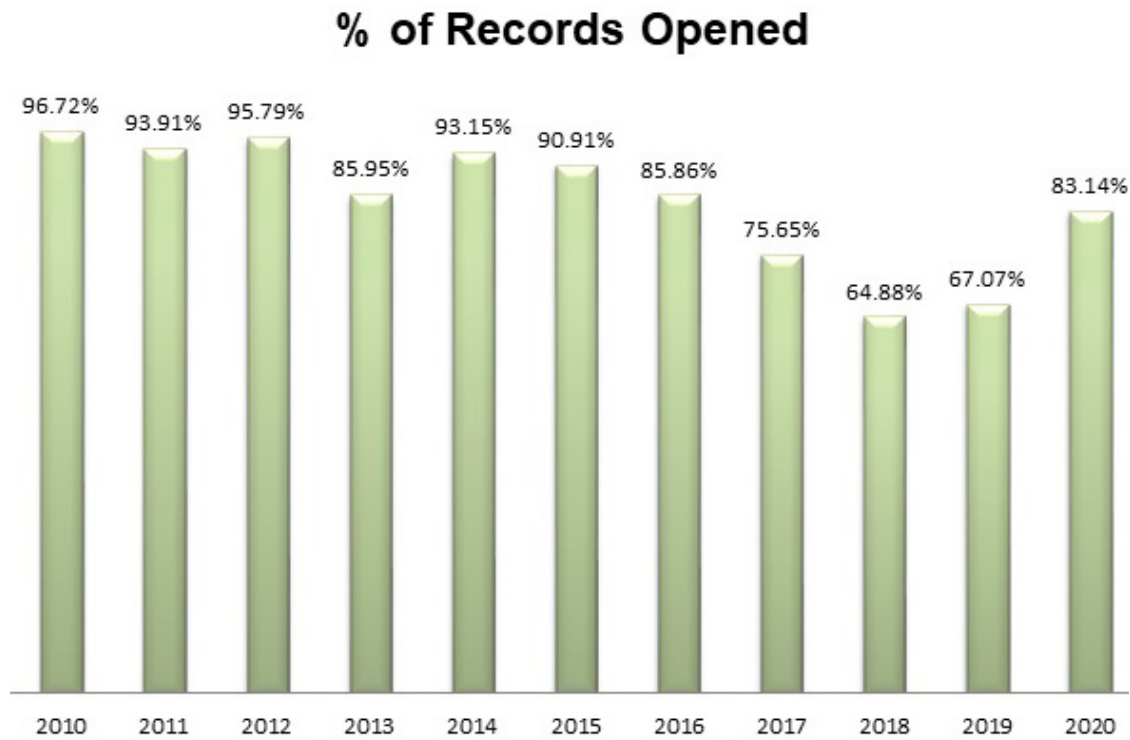
The table below shows the number of records due to be open, number remaining closed and number waiting for review.



YEAR	NUMBER FOR PUBLIC RECORDS DUE TO BE OPENED	NUMBER OPENED	NUMBER REMAINING CLOSED	NUMBER YET TO BE REVIEWED	PERCENTAGE OPENED
2010	122	118	4	0	96.72%
2011	115	108	7	0	93.91%
2012	190	182	8	0	95.79%
2013	121	104	17	0	85.95%
2014	146	136	10	0	93.15%
2015	198	180	18	0	90.91%
2016	191	164	27	0	85.86%
2017	230	174	56	0	75.65%
2018	205	133	60	12	64.88%
2019	246	165	32	58	67.07%
2020	433	360	20	53	83.14%

CLOSED RECORDS

The table below shows the percentage of records due to be opened to the public that are actually opened each year.



RECORDS OPENED 2020

Records opened to the public in 2020 include the Political Prisoners' Register which was kept by the prison from August 1940 – December 1944 and contains the names of 506 individuals whose crimes during the period were defined as political and therefore, by inference, can be interpreted as crimes against the German authorities. The register contains the name of the individual and date of their entrance to the prison. It also includes their offence, often just listed as political, their sentence, age, height and colour of their hair, occupation, religion, birthplace, weight on entry and discharge, the date of their discharge from the prison and any relevant remarks.

Analysis of the register shows that of the 506 individuals listed 85 or 17% were female with the remaining 421 male. Sentences ranged from those who were liberated with no charge after 1 day to the maximum sentence of five years which was handed out to John Henry Ingrouille for insults, Emma Constance Marshall for theft and Philip George Ozard for political offences. All 3 were sent to the continent to serve their sentences.

In total 111 individuals or 22% of those listed in the register were taken from the Island to serve their sentences in French or German prisons, forced labour camps and concentration camps. Those who were sent to France generally had longer sentences to serve indicating that their crimes were seen as more serious. The age of the political prisoners ranged from 14 to 76. The two youngest were Beryl Wickings, a 14 year old school girl who entered the prison charged with political

offences on 29 June 1942 and was liberated the next day and Ronald Harris, a 14 year old mechanic who entered the prison on 29 September 1942 and was liberated on probation 13 days later.

The oldest individual to be sentenced was Robert Le Feuvre, who appears in the register twice. The first time was for assault in December 1941 when he was sentenced to 3 months at the age of 76. The second time he entered the prison was on 14 February 1942. Again he was charged with assault and this time was sentenced to 2 years and sent to France in March.

Other records that have been opened from the Occupation period include the Salaried Police Committee minute book. In July 1940 the Committee records the impact of the Occupation and recent evacuation on the Police Force. This includes mention of Officer Ozard who had left with his family during the evacuation, intending to return once they were settled but, under the circumstances, was unable to get back to the Island.

During the Occupation the Committee monitored the financial accounts of the force and also were informed of incidents occurring to members of the Police. This included an accident that happened on 6 September 1941. Police Sergeant Herbert Griffin was hit by a lorry driven by a member of the Occupying Forces when turning from Gloucester Street onto the Esplanade. Griffin was actually fined by the German Troop Courts as a result of the accident and ordered to pay 15 Reichsmarks.

The Committee also notes the suspension of Albert Alfred Chardine who appears in the Political Prisoners' Register sentenced to 2 months imprisonment for obtaining petrol from the Organisation Todt and giving

it to Peter Hassall to assist in his escape attempt. Chardine was temporarily suspended from duty. After he had served his sentence the Committee decide not to impose any additional penalties on Chardine and he was re-established as a member of the Salaried Police Force on 15 August.

Records that have been closed to public access for 100 years have also been opened to the public this year and include the annual admission register for the Jersey General Hospital, which also served as the Island's poor house, offering assistance to those in need.

The register shows that often, with no other option immediately available, entire families would be admitted if their mother or father was medically ill. On 4 June 1919 Isabella Shiner, the widow of Ernest Gosselin, was admitted to hospital with rheumatism at the age of 36. At the same time her four children, Mary, Ernest, Jane and Alice were also admitted as, with their father having passed away, there was nowhere else for them to go. The register records that the children stayed at the hospital for nearly 3 months before being placed in the Home for Girls and Home for Boys.

The Honorary Police Register for the Parish of St Saviour has also been opened after 100 years and gives details of those arrested including the date, name, age, place of birth, reason for arrest, who the arresting officer was, any witnesses and also the date of any Court appearance and decision. The register shows that even before the use of cars was widespread drink driving could be an issue. In April 1909 Thomas Bailey, age 44, was arrested for driving his cart at a dangerous speed whilst under the influence of alcohol and then grossly insulting and menacing the St Saviour Vingtenier, Philippe Ozouf. Bailey was given 8 days in prison as his sentence.

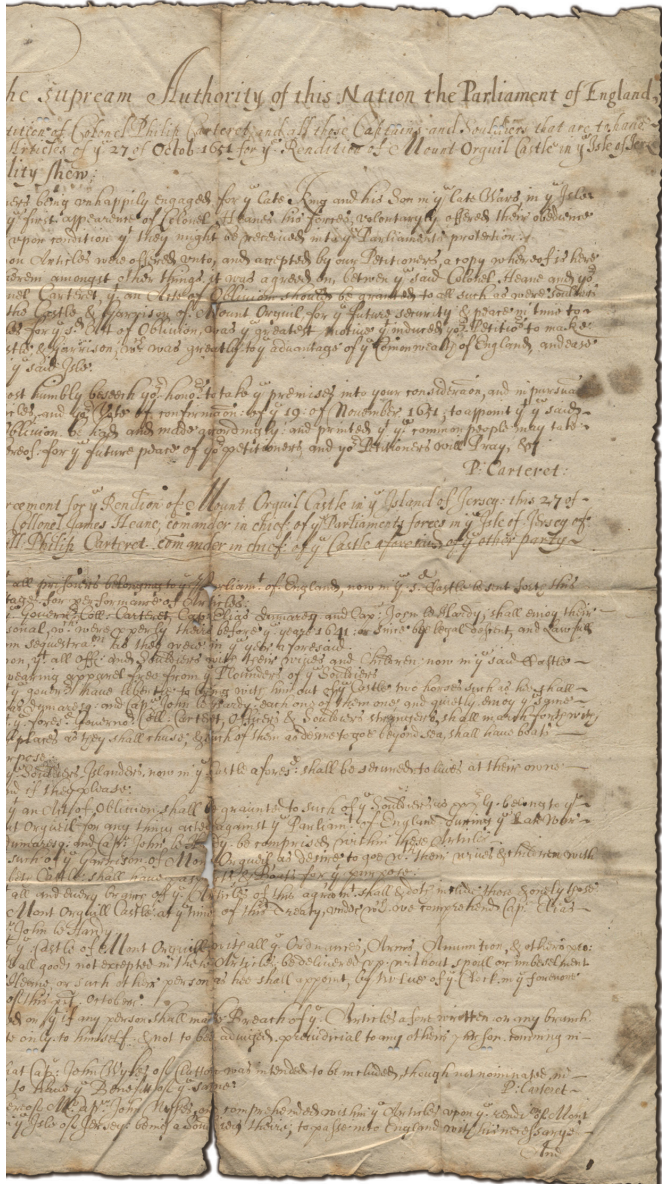
MANAGEMENT AND OVERSIGHT

The work of both Jersey Heritage and the Archivist under the Public Records Law is reviewed by the Records Advisory Panel. The Panel have an advisory role and under the law may provide advice to the Archivist, Jersey Heritage, the Minister and public institutions. The Archivist would like to thank the members of the Panel for their continued support and advice in 2019.

In 2019 the Panel met on 4 occasions and supported the Jersey Archive funding bid to the Government of Jersey. The Panel also discussed issues around closed records, reviewed retention schedules, received the Archive Conservator's environmental report, reviewed digital preservation and cyber security issues and received a presentation on the archives' outreach and engagement programme for 2020.



ARCHIVE ACCREDITATION



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

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

In November 2017 the Archive completed an interim assessment return to ensure that the service still met the Archive Accreditation Standard. In March 2018 the Panel confirmed that Jersey Archive continued to meet the requirements of the standard and noted that they were:

'..pleased to see a review which demonstrated so much progress and success in implementing major changes such as Freedom of Information. They also welcomed the update on investment in expanding the service's physical capacity, and look forward to seeing this implemented when the service is next reviewed.'

The Archive is due to apply for full reaccreditation in November 2020 with the Panel decision expected in March 2021.

APPENDIX A

TRANSFERRING DEPARTMENT	ACCESSION DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Central Freedom of Information Unit	Government of Jersey Central Freedom of Information Unit deposit. Includes: Freedom of Information Statistics, 2016-2019	JA/3481	05-09-19
Chief Operating Office	Chief Operating Office deposit. Includes: Certificate commemorating the inaugural meeting of the Council of Ministers, 2005.	JA/3429	03-04-19
Customer and Local Services Department	Customer and Local Services department deposit. Includes: Housing Control section files relating to the Control of Housing and Work (Jersey) Law 2012 and Control of Housing and Work (Residential and Employment Status) (Jersey) regulations 2013.	JA/3399	30-01-19
Department for Children, Young People, Education and Skills	Department for Children, Young People, Education and Skills (formerly Education Department) additional deposit. Includes: CMIS (school admissions database) Archive Data excel files, c. 2000-2017.	JA/3427	03-04-19
Department for Children, Young People, Education and Skills	Department for Children, Young People, Education and Skills (formerly Education Department) additional deposit. Includes: Sport strategy documents, 2010-2013.	JA/3478	03-04-19
Department for Strategic Policy, Performance and Population	Department for Strategic Policy, Performance and Population deposit. Includes: Housing section records relating to residential tenancy legislation, 2001-2014.	JA/3408	08-02-19
Department for Strategic Policy, Performance and Population	Department for Strategic Policy, Performance and Population deposit. Includes: Social Policy Section files relating to Independent Visitors for Young People (IVYP), 2010-2018.	JA/3409	08-02-19
Department of the Environment	Department of the Environment additional deposit. Includes: Digital copies made c. 2013-2015 of Historic Environment Record files on Jersey Buildings, c. 1990-2003.	JA/3389	15-01-19
Department of the Environment	Department of the Environment additional deposit. Includes: Agendas of the Planning Committee Public Meetings, 2017.	JA/3403	15-02-19
External Relations	Office of the Chief Executive deposit. External Relations department material including various agreements, memoranda and partnerships etc., 1972-2018 (mainly 2016-2018).	JA/3402	13-02-19

APPENDIX A

TRANSFERRING DEPARTMENT	ACCESSION DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
External Relations	External Relations department additional deposit. Includes: Memorandum of understanding between Digital Jersey and the Bahrain Economic Development Board, 2019.	JA/3436	07-05-19
External Relations	External Relations Department additional deposit. Includes: Addendum to the Memorandum of Understanding between the Government of Jersey and the Government of Rwanda, 2019.	JA/3457	02-07-19
Government of Jersey Communications Unit	Government of Jersey Communications Unit deposit. Includes: Strategies, plans, policies, evaluations and collateral (e.g. photographs, logos).	JA/3482	05-09-19
Grouville School	Grouville School additional deposit of various records including: Staff meeting minutes, photographs, DVDs of performances and events, development plans, head teacher's filing, audits, learning projects, newsletter & publicity, c. 2006-2018.	JA/3430	05-04-19
Hautlieu School	Hautlieu School additional deposit, includes; minutes, prospectuses, handbooks, magazines, yearbooks and newscuttings, 1954-2014.	JA/3527	27-11-19
Health and Community Services Department	Health and Community Services department deposit. Includes: Promotional photographs of Jersey General Hospital and services under the former Health and Social Services department, c. 1990s.	JA/3400	07-02-19
Janvrin School	Janvrin School deposit. Includes: Record ID photos, 1997, pupil photos 2006-2011, staff photos 2012-13.	JA/3464	22-07-19
Jersey Heritage	Jersey Heritage rolling accession for digital material, 2019.	JA/3398	01-02-19
Jersey Heritage	Jersey Heritage additional deposit. Includes archaeology reports, 2002-2017.	JA/3417	01-03-19
Jersey Heritage	Jersey Heritage additional deposit. Includes: visitor comments books, 2016-2017.	JA/3433	29-04-19
Jersey Heritage	Jersey Heritage additional deposit of winner's certificate from Volunteer and Community Projects Awards 2019 for the Neolithic Longhouse Project.	JA/3516	31-10-19
Jersey Library	Jersey Library additional deposit. Includes: action plan, annual report, minutes, marketing and press releases, publications and brochures, 2018.	JA/3434	29-04-19
Jersey Library	Jersey Library additional deposit. Includes: States order papers, 2013, 2015, 2016.	JA/3453	28-06-19
Locate Jersey	Locate Jersey deposit. Includes : Promotional brochures and material, 2007-2018.	JA/3412	20-02-19

APPENDIX A

TRANSFERRING DEPARTMENT	ACCESSION DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
L'Office du Jèrriais	L'Office du Jèrriais additional deposit. Sound recordings and paperwork from the Jèrriais Today community project, 2017-2018. (For previous accession see JA/2618, JA/2941).	JA/3411	15-02-19
Parish of Grouville	Parish of Grouville additional deposit, mostly 20th century records. Includes Taverniers register, rates assessment committee minutes, electoral assembly correspondence, contracts, song book, accounts of dons (charitable trusts), poor relief, tenants books, records relating to Queen's Valley and the Jersey New Waterworks Company.	JA/3440	10-05-19
Parish of Grouville	Parish of Grouville Registrar deposit. Includes registers of births 1842-1849, deaths 1842-1871, and marriages 1977-2002.	JA/3441	10-05-19
Parish of Grouville	Parish of Grouville additional deposit. Includes: electoral register, September 2019.	JA/3488	12-09-19
Parish of St Brelade	Parish of St Brelade additional deposit. Includes: Rates list, October 2019.	JA/3497	03-10-19
Parish of St Clement	Parish of St Clement additional deposit. Includes: various contracts relating to parish land and property c.17th century - c.20th century.	JA/3509	22-10-19
Parish of St John	Parish of St John additional deposit. Includes: rates list and electoral register, September 2019.	JA/3486	18-09-19
Parish of St Lawrence	Parish of St Lawrence additional deposit. Includes: Rates list and electoral register, September 2019.	JA/3495	23-09-19
Parish of St Martin	Parish of St Martin additional deposit. Includes: rates list and electoral register, September 2019.	JA/3490	16-09-19
Parish of St Martin	Parish of St Martin additional deposit. Includes: parish welfare files relating to individuals, 1995-2011.	JA/3518	01-11-19
Parish of St Martin Registrar	Parish of St Martin Registrar Collection. Includes: Civil registers of births, 1842-1999; marriages, 1854-2002; deaths, 1842-2002.	JA/3461	18-07-19
Parish of St Mary	Parish of St Mary additional deposit. Includes: electoral register, September 2019.	JA/3491	19-09-19
Parish of St Mary	Parish of St Mary additional deposit of various parish records and St Mary's Registrar volumes of births, marriages and deaths, c. 1900s-2000s.	JA/3505	18-09-19
Parish of St Ouen	Parish of St Ouen additional deposit. Includes: Roads Committee minutes, August 1966 - April 1989, Driving Licence Applications and Change of Address forms, 2007.	JA/3426	29-03-19
Parish of St Ouen	Parish of St Ouen additional deposit. Includes: Road Committee minutes, c1811-1966, and Roads Inspector Accounts book, c1770s.	JA/3431	05-04-19

APPENDIX A

TRANSFERRING DEPARTMENT	ACCESSION DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Parish of St Ouen	Parish of St Ouen additional deposit. Includes: rates list and electoral register, September 2019.	JA/3485	17-09-19
Parish of St Peter Registrar	Parish of St Peter Registrar's deposit. Includes civil registers of births, 22/05/1946-03/06/1958, marriages 31/01/1987-05/05/2018, and deaths 10/01/1991-08/04/2002.	JA/3435	01-05-19
Parish of Trinity	Parish of Trinity additional deposit. Includes: Rates lists 2003-2018 (2006 missing); Electoral lists 2009-2018 (2014 & 2015 missing).	JA/3449	11-06-19
Parish of Trinity	Parish of Trinity additional deposit. Includes: electoral register, September 2019.	JA/3489	12-09-19
Planning and Building Services	Jersey Heritage additional deposit. Includes: historic buildings material transferred from Planning department c. 1960-2000.	JA/3468	07-08-19
Property Holdings	Property Holdings additional deposit of departmental records.	JA/3439	03-05-19
Property Holdings	Property Holdings Department additional deposit. Includes '50p' files regarding public property subjects that are non-specific to properties, c. 1960s-2000s.	JA/3480	29-04-19
Property Holdings	Property Holdings additional deposit. Includes: aerial photographs, photographs of public properties and other buildings, original drawings for Ladies College and Claremont, Bagatelle Road, agreement of transfer of responsibility between Jersey Heritage and Public Services, miscellaneous other records, c. 1888-2003 (mostly late 20th century).	JA/3493	18-09-19
Social Security Department	Social Security Department additional deposit. Includes: Gifts and Hospitality Registers, 2009-2015 and 2017, email guides and policy, data sharing agreement template.	JA/3391	17-01-19
Social Security Department	Social Security Department additional deposit. Includes: Documents relating to Data Protection Impact Assessments, Data Processing Agreements and several signed Data Sharing Agreements, 2013-2019.	JA/3458	04-07-19
Social Security Department	Customer and Local Services/Social Security Department additional accession of Contributions and Enforcement records. Includes: Fisherman industry surveys 1982-3; stagger cards 1951-75; unrelated accounts 1975-2010; civil court records 1951-89; duplicate microfiche 1975-1992.	JA/3460	18-07-19
Social Security Department	Social Security Department additional deposit. Includes: gifts and hospitality register, 2017-2018.	JA/3534	27-12-19
Social Security Department	Social Security Department additional deposit. Includes: Compliance return and annual governance statement, 2014.	JA/3535	31-12-19
St Clement's School	St Clement's School additional deposit. Includes: PTA accounts, 2003 to January 2019.	JA/3507	15-10-19

APPENDIX A

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
States Greffe	States of Jersey Internal Communications distributed via the States Intranet, 2019.	JA/3390	21-01-19
States Greffe	States Greffe additional deposit of Registry material. Includes: Reports, statements, etc, 1964-1999; role des Etats, 1999; gambling control committee minutes, c. 1959-1968; various committee minutes, c. 1967-1968.	JA/3395	15-01-19
States Greffe	States Greffe additional deposit. Includes: Bound copy of Jersey's First World War Roll of Honour and Service.	JA/3456	01-07-19
States Greffe	States Greffe additional deposit. Includes: States Assembly Audio and Video Samples, Webcasts, and Hansard PDFs, 2018.	JA/3459	10-07-19
States Greffe	Independent Jersey Care Inquiry: additional deposit of a pen drive.	JA/3494	24-09-19
States Greffe	States Greffe additional deposit. Includes: Correspondence relating to the management of real property during the German Occupation and at the Liberation.	JA/3513	24-10-19
Statistics Unit	Statistics Jersey additional deposit. Includes published statistics reports 1979-1997 & 2000-2008, Agriculture reports 1969-1970, census reports 1971-1996, and other miscellaneous reports.	JA/3432	23-04-19
Treasury and Exchequer Department	Treasury and Exchequer Department, Loan Administration section deposit. Includes: Records re. 99 year leases and dwelling houses loan fund, 1968-2013; loan books, 1957-2013; share certificates, 1914-1995; other volumes re. loans etc. 1881-1995.	JA/3452	21-06-19
Treasury and Exchequer Department	Treasury and Exchequer department, Revenue Jersey section deposit. Includes various records 1938-2007, see transfer form for full details.	JA/3469	08-08-19
Treasury and Exchequer Department	Treasury and Exchequer department additional deposit. Includes: documents relating to the merger of Federated Pension Scheme into the Public Employees Contributory Retirement Scheme, c. 1992.	JA/3533	23-12-19

APPENDIX B

KEY PERFORMANCE INDICATORS

INDICATOR	2017 RESULT	2018 RESULT	2019 FORECAST	2019 RESULT	2020 FORECAST	COMMENT
Number of new collections (public and private records) accessioned	159	164	150	149	165	Completion of new strongroom block will allow for larger collections to be deposited from July 2020 so assume 10% uplift in new collections.
Cubic measurement of new collections accessioned	14.5 cubic metres	35 cubic metres	35 cubic metres	8.1 cubic metres	40 cubic metres	In 2019 a number of new collections have been placed in temporary storage with commercial firms pending completion of the new strongroom at Jersey Archive. 2020 forecast reflects collections in storage due to come to Jersey Archive once the new strongroom is complete.
Digital measurement of new collections accessioned	Not counted	Not counted		45.8 GB	55 GB	Assume 20% increase as more digital records are transferred to Jersey Archive.
Time until Jersey Archive is full	9 months	3 months	Archive Full	Archive Full	25 years	2020 forecast reflects completion of new strongroom.
Newly catalogued records available online	31,465 (325,800 total)	30,969 (370,069 total)	30,000 (400,069 total)	38,501	40,000	2019 result includes over 24,000 detailed index description records added by volunteers.
Number of retention schedules in place	194	194	194	195	195	Government of Jersey reorganisation may lead to schedules being amalgamated or split depending on the organisation of functions. For example Social Services had 1 schedule this has now been split into 2 as Adult Services remains with Health and Children's Services has moved to CYPES.
Number of retention schedules reviewed	24	32	50 schedules are due for review in 2019	35	94 schedules are due for review in 2020	35 reviews were completed in 2019 with reviews of schedules that were under the Chief Minister's Department (now Office of the Chief Executive and Chief Operating Office) initiated.
Public Access to Jersey Archive - days open per year	161	163	162	162	164	Scheduled opening.

APPENDIX B

INDICATOR	2017 RESULT	2018 RESULT	2019 FORECAST	2019 RESULT	2020 FORECAST	COMMENT
In person visits to Jersey Archive	3,087	2,870	2,900	2,713	2,700	In person visits to the Archive have declined slightly with the growth of online use. More online records are planned in 2020.
Online catalogue visits	190,694	122,027	88,000	86,968	90,000	Change in google algorithms has led to less traffic to the site. Working with developers to push the site higher up the search engine ratings.
Distance enquiries	4,022	3,723	3,700	3,542	3,500	Continue with current rate of distance enquiries.
Attendance at Archive talks	1,278	1,802	1,800	2,114	2,000	2019 significant increase at What's Her Street's Story talks with focus on women and the vote. Very successful family history festival. 2020 figure reflects Occupation based programme in Liberation75 year.

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.

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
Building Maintenance - Jersey Archive	£32,634	£14,855
Conservation, Preservation and Packaging Materials	£20,411	£14,231
Disaster Planning	£620	£664
Documentation and online development	£6,087	£8,350
Environmental Costs and Maintenance of Building Management System - Jersey Archive	£15,601	£2,636
Gardening and Cleaning	£7,259	£6,998
Heat, Light and Water	£32,839	£31,600
Interpretation, Public Services and Support Costs	£7,976	£3,983
Marketing	£1,689	Central Budget
Permanent Staff - 8.1 FTE and caretaker including social security, pension, holiday costs etc.	£402,355	£413,828
Security	£2,261	£1,512
Sponsored Events	£7,022	£6,446
Total	£536,754	£505,103

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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