

2022 ANNUAL REPORT

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

R.72/2023



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INTRODUCTION

Archives contain the documented stories of our lives, communities and Island. The role of Jersey Archive is to select and preserve these unique stories, care for them and keep them safe for current and future generations to research, learn from and enjoy.

Records Management and the identification and transfer of material to Jersey Archive is a key part of the Public Records (Jersey) Law, 2002. In 2022 we transferred 29.2 cubic metres, over 2,000 boxes of documents to the archive. We also worked with departments and public institutions across Government reviewing and updating 37 retention schedules.

Archives are for everyone and engage a local, national and international audience. In 2022 we welcomed researchers in person from Jersey, England, America, Canada and Australia to Jersey Archive. Our online catalogue catered for a global audience with over 220,000 individual users logging on for over 300,000 sessions of research. Jersey Heritage volunteers are key to the development of the online catalogue and in 2022 our volunteers added over 20,000 descriptions, indexes and images of key records.

In 2022 we strengthened our partnerships within the Heritage Community by working with the Société Jersiaise to relaunch our online catalogue as a joint service. We now provide researchers with the opportunity to search the archive, museum, photographic and library collections cared for by both organisations at the same time.

At the end of the year Jersey Archive took part in the Public Services Quality Group (PSQG) survey of visitors to archives throughout Britain. Jersey Archive received a score of 9.8 out of 10 for the overall service with 9.9 out of 10 for the availability, attitude and quality of staff's advice.

Thanks to additional funding from the Government of Jersey the team at Jersey Archive has developed over the past three years, allowing us to give public institutions more support in records management, catalogue and conserve more records and work to deal with the challenges of digital preservation. We are also supporting professional training programmes for Archivists and Conservators and developing the next generation of heritage professionals for the Island.

Comments in the PSQG survey are testament to the strong team at the archive and their knowledge and commitment to both the preservation and provision of access to the unique archives we care for.

'I always find the staff here amazingly helpful and willing to add to my knowledge.'

'Lovely staff, very helpful and engaged.'

The impact of archives on peoples' wellbeing and the willingness of the staff to 'go the extra mile' can be summed up in an enquiry from an 88-year lady who remembered coming to Jersey in 1949 and seeing the pantomime Mother Goose.

'I have been in touch with my friend who was with us on that trip. She and I did not stop laughing at things we remembered and we were on the phone for ages. Both she and I now have difficulty walking around due to Arthritis and recalling those days when we were young dancers was a tonic. Thank you from the bottom of my heart for all the wonderful reminders of such carefree days. You have made two ladies so very happy so again thank you for your kindness.'

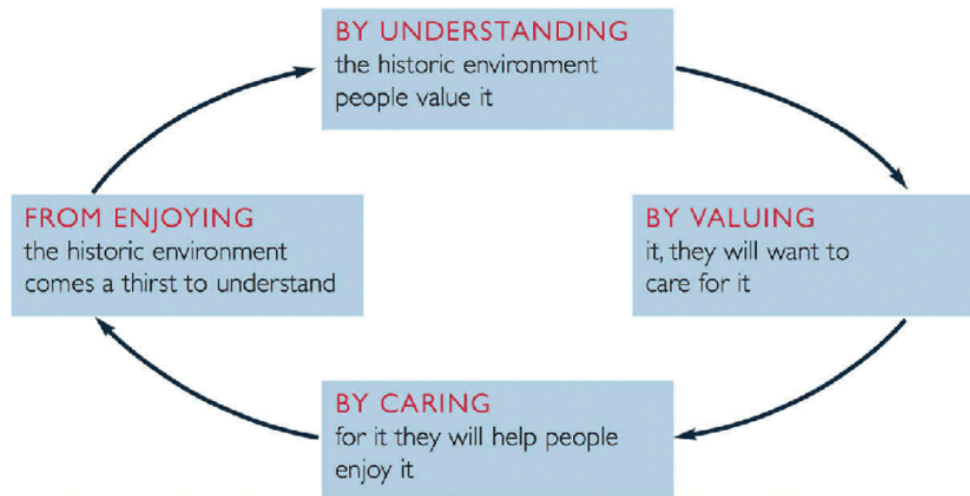
Linda Romeril
Archives and Collections Director, April 2023

A HERITAGE STRATEGY FOR JERSEY AND PUBLIC RECORDS

In 2022 the Government published A Heritage Strategy for Jersey. In his foreword to the strategy Deputy Kirsten Morel indicated that;

‘The Heritage Strategy lays a roadmap for the allocation of funding to strengthen our knowledge of Jersey’s history and to encourage even more islanders to engage with our cultural, natural and built environments.’

The strategy uses the Heritage Cycle Model in which the goal is a virtuous circle where heritage is continuously strengthened over time. The Cycle reflects the key duties and responsibilities given to Jersey Heritage and the Archivist under the Public Records Law.



‘Understanding heritage means both the detailed understanding that comes from research....and the holistic understanding of the landscape...’

Understanding can be manifested in the Public Records Law through the appointment of appropriate professional staff and the detailed collaboration between archive staff and subject specialists within public institutions.

‘Valuing manifests in collecting objects, identifying public records for retentions and listing buildings for example.’

The Public Records Law gives the Archivist responsibility to ‘appraise public records and survey the disposal of records’ identifying which records, based on detailed understanding of the institutions, should be retained for permanent preservation.

‘Caring involves protection and conservation of heritage assets following from the identification of their significance...’

Caring, protection and conservation is one of the key principles in the Public Records Law and is reflected in one of Jersey Heritage’s principal duties under the Law of ‘maintaining a public records office for the safe keeping of public records...’

‘Enjoyment comes from sharing the value of heritage through access, interpretation and education programmes and often leads to the desire for deepening understanding. Further research leads to new values being revealed and so the cycle continues.’

The access to archives is also one of the key duties of the Archivist in the law ‘[to] have the management of the public records in the custody or control of the Trust and make them available for public access...’

My annual report focuses on the main areas of activity for Jersey Heritage under the Public Records Law; the identification, transfer, conservation, preservation, cataloguing and provision of access to the unique material that is held at Jersey Archive on behalf of the public.

RECORDS ADVISORY PANEL

The Records Advisory Panel has recently been reconstituted with the welcome addition of Clive Jones a former Trustee and Chairman of Jersey Heritage and Catherine Kirby, a qualified archivist. One final vacancy is currently under consideration. Our thanks go to Jeremy Harris, the outgoing Chairman, and to Mary Billot and Mike Sunier, for their contributions and wise counsel over many years.

The extension to the Archive buildings was open for business in 2022. It is a function of the Panel to advise public institutions with respect to their duties under the Public Records (Jersey) Law 2002. This involves the public institution working with the Archivist to review information types, deciding what should be kept, for how long, and what may be disposed of with the agreement of the Archivist.

We are keen to ensure that the resulting retention schedules are kept up to date and signed off by the public institution and the Archive, and then acted upon, promptly. Draft schedules should ideally be finalised within a very short timeframe. There remain a number of draft schedules in place for a number of years, and the Panel would hope to see these being converted to signed-off schedules this year. The Archivist would be delighted to help institutions with this work.

The increase in the number of digitally created records has introduced the need to ensure that they remain accessible, and that their file formats are accordingly updated. Public institutions are politely reminded that paper records which have been digitised and are identified as archival should be retained and transferred to the Archive to ensure no important detail is lost. The Archivist is happy to review all records due to be digitised and share expertise on digitisation programmes.

It is heart-warming to read the comments of Jersey Archive users underlining how important the information held here and the help and assistance of staff have been to them. The Panel is rightly proud of the skill and commitment of staff and is particularly pleased about the training in conservation and cataloguing that has been undertaken in 2022, and the continued work to tackle the backlog of cataloguing material. It is no surprise to learn that the Archive has once again achieved Full Archive Accreditation, and will continue to work diligently on improvement for the future.

Anne Harris
Records Advisory Panel Chair, April 2023

CASE STUDY - PUBLIC RECORDS LAW COMPLIANCE AUDIT

At the beginning of 2021, 2022 and 2023 the team at Jersey Archive carried out a major compliance audit which looked at each Government department, the functions and sections within that department, the retention schedules in place and their last review date. The audit also highlighted the last time that records were transferred to the archive. Generic retention schedules and schedules for Arm's Length Organisations were not included in the main audit.

The Public Records Officer within each department was sent a list of retention schedules in place with the last review and transfer dates and asked to meet with the team at Jersey Archive to discuss:

- Any schedules that, following Government restructure, do not belong in your department
- Any new schedules that need to be created to cover new work streams
- Any schedules that need to be reviewed
- Any records, either physical or digital, that need to be transferred

Copies of the compliance audit for each department were also sent to the Government of Jersey Corporate Records Management team.

The audit conducted in 2023 has shown that 37 retention schedules were reviewed by the team at the archive and the public institution and signed off by the Archivist and Departmental Public Records Officer during the course of 2022.

However, as the following table shows, 43% of schedules currently in place were signed off over five years ago. With the restructure of Government Departments and changes in working practices within different functions of Government it is important that the schedules are reviewed with the Archivist at least every five years to ensure that new records are added and their retention and ultimate disposal is identified from the date that they are created.

| LAST SIGN OFF | NUMBER OF SCHEDULES | SCHEDULES OVER FIVE YEARS OLD WITH DRAFT IN PLACE AWAITING CONFIRMATION BY PUBLIC INSTITUTION |
|---------------|---------------------|---|
| 2010 | 1 | 1 |
| 2014 | 10 | 4 |
| 2015 | 30 | 10 |
| 2016 | 10 | 3 |
| 2017 | 7 | 1 |
| 2018 | 5 | |
| 2019 | 28 | |
| 2020 | 2 | |
| 2021 | 5 | |

In February 2023 the Archivist contacted each department to request meetings to review the audit and any retention schedules over five years old.

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 prevent physical records being retained in unsuitable storage conditions or digital records being allowed to become obsolete.

In 2022 29 cubic metres of physical records were transferred to Jersey Archive. 27 digital collections were also transferred to Jersey Archive over the course of the year. This included the official video footage of the proclamation of King Charles III in the Royal Square and the records of the Jersey Covid Review Panel.

Each new collection that arrives at Jersey Archive is accessioned on our collections management database. The accession record includes a basic description of the contents of the collection, the transferring department and section, the amount of records transferred and the location of the collection in the Jersey Archive strongroom. Transfer lists recording the basic contents of the collection are also received from the department. Recording this key information allows us to manage the collection and respond to any enquiries from the department.

A full list of collections of public records can be viewed at Appendix A.



CASE STUDY - TRANSFER - DIGITAL RECORDS

‘Everyone relies on the integrity of digital information, from the citizen to heads of government. It is essential that this information is preserved for future generations, just as traditional records have been preserved for us on paper and parchment.’

The National Archives website - <https://www.nationalarchives.gov.uk/>

In 2022 we received 16 ‘born digital’ accessions from public institutions. These accessions consist of records that have only ever existed in a digital format and that are preserved in that format for future generations.

Digital records are stored on the Arkivum system for data management and digital preservation. The system acts as a virtual strongroom for digital records and allows us to store the original digital records, create viewing copies and monitor file format obsolescence with migration to appropriate file formats over time.

The move from the transfer of physical files and volumes to born digital records means that it is advisable to transfer archival public records to the custody of Jersey Archive much sooner than the 20-year limit set out in the Public Records Law. The Law allows for records to be transferred sooner than 20 years and with digital records it is vital that key archives are transferred as soon as possible to avoid accidental deletion and file format obsolescence.



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. The transfer of 29 cubic metres of material in 2022 meant that archive staff, and the conservation team in particular, spent a significant amount of their time working on cleaning and repackaging these new records.

The amount of preservation work required depended on the type of collection, previous storage conditions, format of the records and age of the documents. Transfers in 2022 included the census returns from 1991, 1996 and 2021 which all need to be sorted and repackaged, plans from Jersey College for Girls that have been cleaned and will be digitised and documents and photographs from a number of schools that have been placed in mellinex, an inert see-through polyester, to ensure their long-term preservation. The conservation team continued their detailed treatment and repair of documents in 2022 with the aim of bringing unusable documents back into public access and ensuring their long-

term preservation. We also continued our conservation programme of external book binding, working with Sycamore Bookbinding. Over the course of the year 43 documents were treated, either inhouse or by Sycamore.

The items conserved include hospital admission registers from the early 20th century and admission registers for local schools from the inter-war period. As admission records both these collections would have been used on a daily basis in a school or hospital setting meaning that the bindings are now very weak.



PUBLIC RECORDS LAW COMPLIANCE - ENVIRONMENTAL CONDITIONS

Storage of records in the correct environmental conditions ensures that the unique archival material that we care for can be preserved for future generations of researchers. Records that are stored in buildings with high humidity and temperatures are subject to mould growth with significant fluctuations in temperature in a short period of time also putting the records at risk.

The Records Advisory Panel, as one of their functions under the Public Records (Jersey) Law, have approved BS 4971:2017 Conservation and care of archive and library collections as the standard that we aim to meet. Adherence to this standard is also required as part of Jersey Archive's application to The National Archives Accreditation scheme.

BS 4971:2017 sets out the following criteria for the storage of standard archival collections;

- Humidity of between 35 – 60%
- Temperature of between 13°C - 23°C with an annual average of less than 18°C

The strongrooms at Jersey Archive were built to provide a passive, sustainable way of meeting BS 4971. The strongrooms do not use air-conditioning. 2022 was Jersey's hottest year on record with the highest temperature of 37.9°C being recorded on 18 July. Despite these conditions both the old and new strongroom blocks met the standard for temperature 100% of the time.

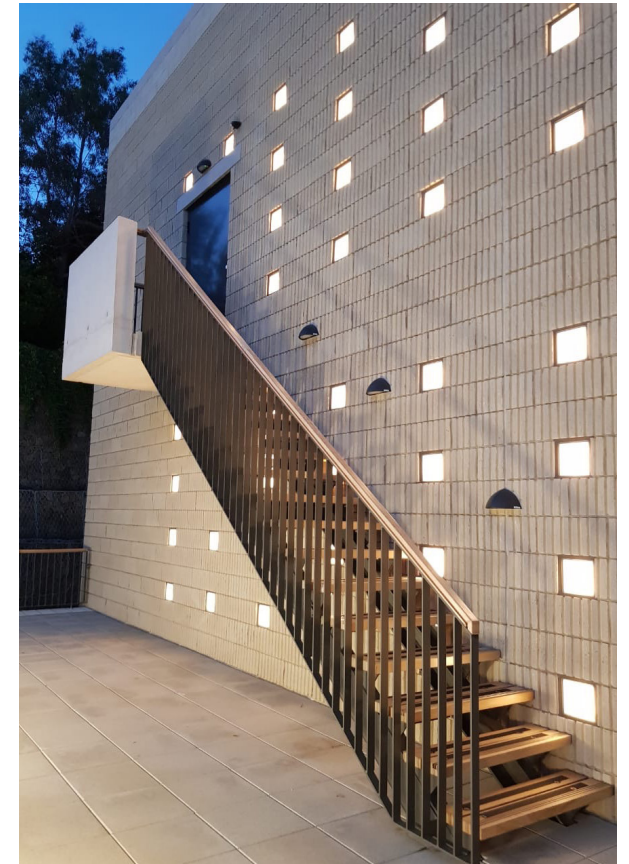
The passive system generally allows humidity to be controlled within the range set by the standard with

portable dehumidifiers switched on when the RH reaches 58%. In 2022 all floors in the new strongroom block and three floors in the original block met the conditions specified by the standard 100% of the time. The remaining floor of the old strongroom block only exceeded the standard on one day of the year.

A final review of the performance of the new strongroom block was completed by Chris Twinn, the project Consultant at the end of 2022. The executive summary states:

'The new Extension included enhanced thermal insulation and moisture storage abilities compared with the original building. It is anticipated that summer peak temperatures and moisture levels will be further attenuated over the next couple of years. Throughout the monitoring period this enhanced thermal performance resulted in the winter background heating not needing to operate, even when outdoor conditions dropped to below 0°C

'The past summer has included summer peak conditions that significantly exceeded the long-term historical averages. These conditions are likely to increase in frequency as climate change increases. When the outdoor temperature peaked at 38°C during July 2022, the repositories remained at about 20°C, in effect delivering 18°C of passive cooling. This bodes well for the long-term performance of the repositories.'



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



Once records have been accessioned and the basic contents of the collection recorded they join a list of cataloguing priorities for detailed cataloguing, listing and indexing of each individual file on our online database.

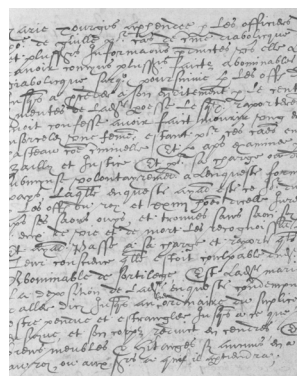
Each collection is rated with a high, medium or low priority in line with our cataloguing priorities policy. When we set the priority level we consider the potential use of the collection, public interest in the collection, any preservation benefits of cataloguing and whether the collection is available to the public or closed for a period of time.

The detailed cataloguing and indexing of archival material requires the staff to have an in-depth knowledge of both the documents they are cataloguing and the history of the department or institution that they came from. Staff need to be able to catalogue a variety of different documents from 15th century French contracts to documents from the German Occupation and bankruptcy papers to 21st century policy files.

In 2022 staff added 9,463 new detailed catalogue descriptions to the online catalogue. This was an increase of 10% compared to 2021 with more staff being involved on cataloguing records and working on the backlog of material to be catalogued.

Public records that were catalogued in 2022 include propositions lodged with the States of Jersey from the 1970s, material from Jersey Post and records from the Parish Administrations. The propositions give us an insight into the key issues of the 1970s and include Draft Family Allowance (Jersey) Regulations from 1974 lodged by the Social Security Committee which show a maximum cash family allowance per child of £145 for families on an income of £800 per year. The collection also contains propositions relating to the establishment of a Museums and Arts Committee, the preservation of the Newgate Street Prison Colonnade and Façade and the development of the piazza and barrack rooms at Fort Regent.

Parish records that have now been catalogued consist of the Parish of St Ouen Road's Committee minutes from the 19th and 20th centuries and rates schedules from a number of parishes.



CASE STUDY – CATALOGUING AND INDEXING - BACKLOG PRIORITISATION

Jersey Archive was established in 1993, moving to new purpose-built premises in 2000. Since the establishment of the service 885 cubic metres of physical records have been transferred to Jersey Archive. The majority of these records have been transferred by public institutions, under the Public Records Law but collections have also been donated or deposited by private organisations, families and individuals.

Thanks to Government support through the decision of the States Assembly to commit 1% of its overall annual budget to support the Island's arts, heritage and culture sector and with additional staff now in place to assist with cataloguing we can start to tackle some of the backlog identified in our most recent accreditation report.

'Action to tackle the backlog of uncatalogued or inadequately catalogued material, beginning with addition of collection-level descriptions to the online catalogue.'

In 2022 we assessed the physical collections at Jersey Archive and have found that 160 cubic metres of material or 18% of the holdings are only listed at a basic accession level. These are now our priorities for detailed cataloguing as the remaining 82% of the collections we hold are either fully catalogued, box listed or closed to public access.

In 2022 we placed basic descriptions of all uncatalogued private collections on our online catalogue, allowing members of the public to search this material and request in person access at Jersey Archive. All new collections from new depositors are now catalogued at collection-level on arrival at the archive as part of the accessioning process. These descriptions are available as part of the online database.



In 2023 we plan to review our priorities using a more formal methodology to focus on the 160 cubic metres listed at a basic level. All staff have now undergone cataloguing training and will be working on the detailed cataloguing of collections in 2023.

PUBLIC RECORDS LAW COMPLIANCE - ACCESS TO ARCHIVES

In 2022 we saw an increase of 38% in research visits to the Jersey Archive building following the Covid pandemic. Throughout the year 2,126 people visited Jersey Archive to carry out their research. This included a welcome return of off island researchers and genealogists from America, Canada, Australia and the UK. Staff at the archive continued to support people in their research dealing with subjects ranging from family history to the Occupation and house history to Claude Cahun.

'I would like to thank yourself and all of the Jersey Archive team for being so helpful on my recent visit. I was so pleased to have found out new information about my ancestors whilst visiting the Jersey Archive last Thursday. I now know that the Brighton family didn't completely die out but the genes were passed on by Ella and John Thomas Amy and their children. You were so helpful and efficient in tracking down various documents and, although I know it is part of your remit, I really felt you went the "extra mile" in helping me, so I am so very grateful.'

The Jersey Heritage online catalogue is now an essential part of our ability to provide access to archival material for a local and international audience. The table below shows the top ten countries using the online catalogue with percentages of use listed by number of individuals users.

The online catalogue gives access to descriptions of nearly 600,000 documents with nearly 100,000 individual images and over 27,000 pdfs. Subscribers to the catalogue can now access a significant range of resources online from Occupation material to Church baptism, marriage and burials and 19th century hospital records to petitions of the States of Jersey.

'I have been searching through your archives, it takes a little bit of working out, however it is just amazing. Thank you so much for digitizing all these records. I always knew my family were from Jersey, largely from a family connection to Bruce Trent (great uncle). What you have done here is just brilliant!'

'I find the Jersey Archive catalogue incredibly useful for my research and have been in to the archive a few times to look at or listen to various things you have. Your indexing is extraordinarily comprehensive and I am amazed by what one can find. Your staff are always tremendously helpful too, I can't praise them enough.'

Members of staff continued to answer email and telephone enquiries with 2,417 enquiries answered during the course of 2022. This included 186 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 44 requests for interviews, information and use of archive documents in local reports.

| COUNTRY | NUMBER OF USERS | % OF TOTAL USERS |
|----------------|-----------------|------------------|
| United Kingdom | 84,563 | 39.33% |
| Jersey | 73,455 | 34.22% |
| United States | 11,344 | 5.28% |
| Australia | 7,223 | 3.36% |
| France | 5,802 | 2.70% |
| Canada | 5,123 | 2.38% |
| Guernsey | 5,011 | 2.33% |
| New Zealand | 2,487 | 1.16% |
| Ireland | 2,234 | 1.04% |
| Germany | 1,849 | 0.86% |

CASE STUDY ACCESS

FAMILY HISTORY FESTIVAL RETURNS – IN-PERSON AND ONLINE

2022 saw the return of our Family History Festival, a weekend of workshops, talks and one-on-one research sessions focused on helping individuals to start to discover the stories of their ancestors. We welcomed Celia Heritage, UK Genealogist, to the Island to deliver two talks focusing on researching English, Welsh, Scottish and Irish ancestors.

We delivered the festival both in-person and online for the first time, allowing people to join talks at Jersey Archive and also to listen live at home. Our listeners included a couple from Australia who stayed up late to listen to our sessions introducing them to the sources they could use to start to learn more about their Jersey connections.

'A huge thanks for the Family History weekend. I was unable to attend in person so participated in the webinars instead. Oh my goodness...they were first class.'

In 2022 we also continued our programme of 'What's Your Town's Story' talks and at the end of the year we launched our new 'Your Home, Your Story' programme, connecting with local communities and asking individuals to nominate their homes for research.



Jersey Family History Festival

JH
JERSEY HERITAGE

WITH GUEST SPEAKER CELIA HERITAGE
GENEALOGIST AND AUTHOR

Jersey Archive | 16-18 September

To book for any of the talks in-person email archives@jerseyheritage.org or call 833300

To book for any of the talks online go to www.jerseyheritage.org/explore/whats-on/family-history-festival/

JERSEY ARCHIVE OPEN FOR RESEARCH

jerseyheritage.org Registered charity no:441

FREE TALKS WORKSHOPS TOURS

Friday 16 September

Open 9am - 4pm

10am Introduction to Family History

Hear about how to get started on your family history journey with Linda Romeril.
AVAILABLE IN PERSON AND ONLINE

11am Advanced Archives and Collections Online (ACO) Workshop

Learn how to use ACO more effectively with Emily Le Feuvre.
AVAILABLE IN PERSON AND ONLINE

12pm Treasures Tour

See behind the scenes at Jersey Archive and discover some of the treasures we hold in our Strongrooms with Stuart Nicolle.

2pm French Immigration to Jersey

Find out how to research family members when they came to the Island from France with Stuart Nicolle.
AVAILABLE IN PERSON AND ONLINE

PM – One on One Advice Sessions

Need advice on how to look after your family archives? Book a one to one session with our Conservation Team to hear how best to look after your precious documents.

Want to start your family history journey but not sure where to begin? Book a one to one session with our Public Services Team to learn some tips and tricks.

jerseyheritage.org



To book for any of the talks or sessions email archives@jerseyheritage.org or call 833300

RECORDS OPENED, JANUARY 2023

Every year public records held at Jersey Archive, that are closed to the public, are reviewed after periods of 30, 50, 75 and 100 years. In 2022 338 files were due to be reviewed and in January 2023 71% of these records were opened to public access.

Records opened to the public after 100 years included the minutes of the Public Assistance Committee, which was created in 1906 and assumed responsibilities for the administration of public assistance and the running of the General Hospital. The Committee was responsible for the internal poor, those resident in the General Hospital for reasons of poverty rather than illness, and the external poor, who were given monthly pensions but not taken into the hospital.

The Committee Meeting of 6 August 1918 gives an overview of the work of the Committee and the stories of some of the people that they helped. The first business for the Committee was the award of a monthly pension of £1 to Adele Brochard who was 79 and described as a native of France. Adele was the widow of Pierre Le Blond and had lived in Jersey for approximately 67 years.

The Secretary then reported to the Committee that Edouard Perree had been admitted into the General Hospital on 3 May 1918. Edouard had previously received a monthly pension and his household goods had been sold for the sum of £11 15s. This sum was given to the Treasurer of the States with the instruction that it go into the account for helping the external poor. Edouard was 86 when he entered the hospital with a dislocated shoulder. He remained at the hospital for a further nine years until he died at the age of 95.

The Committee also dealt with staff matters, appointing nurses including Kate Shaw who was appointed as a Staff Nurse receiving £34 salary per year. The Committee ended the meeting by reviewing the number of internal poor at the hospital with 231 registered at the end of June 1918. During the month of July there were 43 admissions of internal poor to the hospital with 35 leaving and 5 deaths making a total of 234 individuals at the end of the month. The number of visitors to the internal poor were also monitored with 1,376 over a 13-day period.

Records open to the public after 75 years include a file from Immigration, then the 'Alien's Office'. The file begins with a letter from Rudolf Reich of Vienna to the 'Alien's Office' in Jersey. The letter is dated 16 September 1938, six months after German troops had invaded Austria and incorporated the country into the German Reich in what was known as the Anschluss. The letter shows that Rudolf and his family were Jewish. The family consisted of Rudolf's wife and daughter who had already been able to find work in England and Rudolf and his son Erich who are applying to come to Jersey.

In the letter Rudolph asks;

'I beg you once more to help my unhappy son and me out of our miserable situation. We are both healthy and willing to do every work. I expect an answer in a short time, which will save us and give us a possibility to live as human beings.'

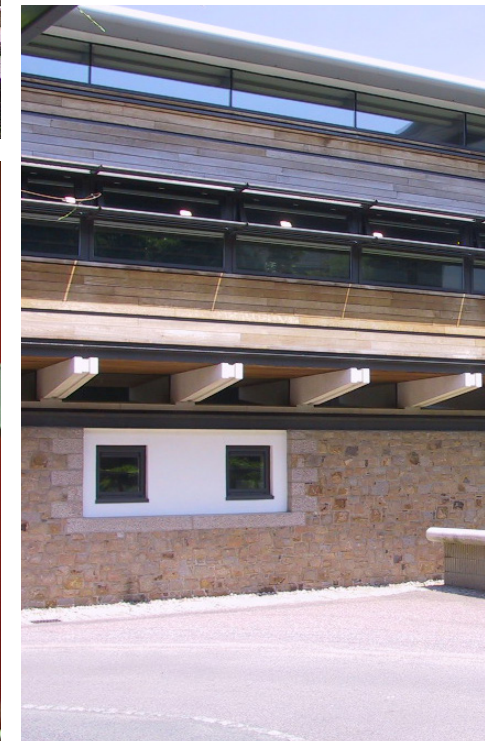
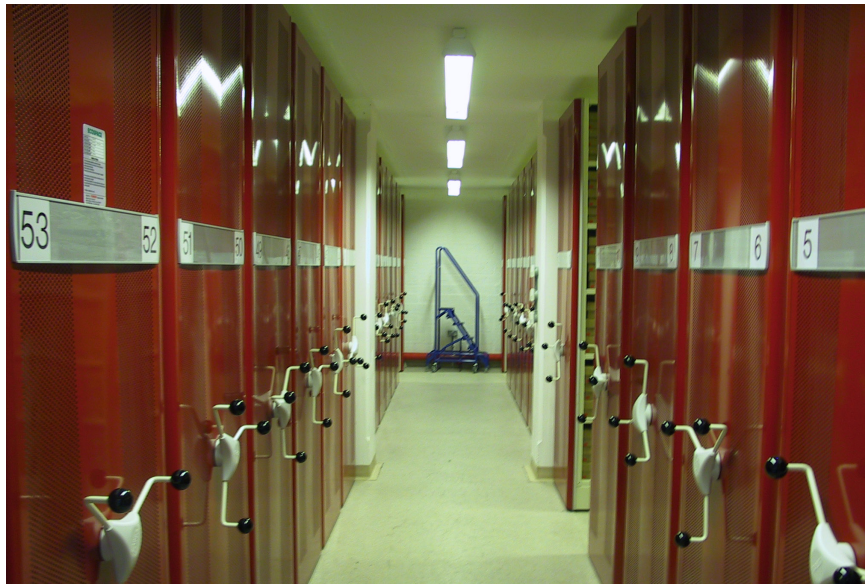
Following the annexation of Austria, during the spring, summer and autumn of 1938 waves of street violence against Jewish people and their property swept through Vienna and other Austrian cities. Rudolph was clearly looking to escape this regime. Rudolph's application was passed to Government House who sought the opinion of the Defence Committee. The Defence Committee considered the application but recommended that it would be 'undesirable that the application be granted.' Rudolph is informed of the Committee's decision but writes back again asking the Island Authorities to reconsider, however, the response is that the decision is final.

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. A new panel was sworn in by the Royal Court in 2022 comprising two previous and two new members. There is one vacant space on the panel which is due to be filled in 2023.

The panel met four times in 2022. In the new panel's initial meeting they received a presentation giving an overview of the Law and the staffing structure and functions of Jersey Archive. The panel went on to discuss the Archivist's Annual Report for 2021, the Jersey Heritage Cataloguing Policies and backlog of archive records to be catalogued and the position of Arm's Length Organisations under the Law. The panel also reviewed retention schedules for two departments and received an environmental monitoring report on the strongroom conditions at Jersey Archive.

The Government of Jersey Central Data Protection Unit Manager and Corporate Records Officer attended the June and December meetings of the panel to give an update on records management within the Government of Jersey and plans for future developments.



ARCHIVE ACCREDITATION

The Archive has full Archive Accreditation at the highest level after re-applying to The National Archive scheme in 2020. In 2021 we received the results of our accreditation submission and were delighted that the service was awarded accredited status for the second time.

In their findings the Accreditation Panel noted that they; ‘...welcomed this positive update from a highly effective archive service which consistently reflects on and continues to develop its role. They commended the strong support of the Jersey government; this investment is being well used to build the archive service’s presence and to increase its productive contribution to the life of the island.’

The Panel’s Key Findings were listed as follows;

‘An introductory film describes the collections at Jersey Archive as ‘the beating heart of our Island’s story’. There is no doubt that the service makes a major contribution to both the heritage and good governance of Jersey and enjoys a high and positive profile on the island.

The assessment team was struck with the coherence of Jersey Archive’s policies, plans and procedures. Following its previous successful accreditation application, the service has continued to make strong progress in key areas, including archives accommodation, staff levels and digital preservation.

The staff of Jersey Archive form a strong team, with excellent leadership and managerial support at a high level. The service makes good use of its position within the wider Jersey Heritage Trust for cross-sectoral working, joined-up collections management, and enhanced access opportunities.”

The Accreditation Panel made the following recommendations for improvement before full reapplication in 2026.

| RECOMMENDATION | ACTION |
|--|--|
| Transfer of the backlog of records from the period that the new expansion was being constructed. | The majority of collections identified in the period 2017-2021 have now been transferred to Jersey Archive. We will complete the transfers in 2023. |
| Development of the Public Records Law Compliance Schedule to help enhance public institution’s compliance with the Public Records Law. | The compliance audit has been developed and is now in its third year. |
| Work to improve coverage of diverse communities. | We are working with the Jersey Heritage Curation and Experience team to develop opportunities across communities. Work to date includes community talks at Andium Homes properties and the development of the Your Home, Your Story programme. |
| Work to tackle the backlog of uncatalogued collections. | Additional staff resource has been put into cataloguing collections and we have included collection level descriptions of all collections online. |
| Development of a more formal cataloguing prioritisation methodology. | We have started using the logjam programme for prioritisation of the backlog. |

APPENDIX A

PUBLIC RECORDS TRANSFERRED IN 2022

| ACCESSION NUMBER | ACCESSION DESCRIPTION | ACCESSION DATE | PUBLIC INSTITUTION |
|------------------|--|----------------|--|
| JA/3986 | Bailiff's Chambers additional deposit. Includes: Jersey Law Review conference sound recordings (audio cassettes), 2004; files relating to warrants and endorsements 1923-1998 | 25/10/2022 | Bailiff's Chambers |
| JA/3954 | Bailiff's Chambers additional deposit. Includes: official video footage of the proclamation of King Charles III in Jersey, 2022 | 16/09/2022 | Bailiff's Chambers |
| JA/3842 | Customer and Local Services Department additional deposit of Annual Governance Statement and Compliance Return, 2016 | 07/01/2022 | Customer and Local Services Department |
| JA/3854 | Customer and Local Services additional deposit. Includes: Insolvency benefit calculator and statistics of claims 2016-2021 | 03/03/2022 | Customer and Local Services Department |
| JA/3852 | Customer and Local Services additional deposit. Includes: Long-Term Care, Pensions and Care Team information booklets, blank form templates and example letters, 2021 | 12/02/2022 | Customer and Local Services Department |
| JA/3853 | Customer and Local Services additional deposit. Includes: Data Sharing and Data Processing Agreements between Customer and Local Services and other public institutions and Incident Reporting Policies and Procedures, 2021 | 01/03/2022 | Customer and Local Services Department |
| JA/3920 | Customer and Local Services Department, Work and Family Hub - Health section deposit. Includes: blank letter templates of the parental allowance which was launched in January 2021 | 12/07/2022 | Customer and Local Services Department |
| JA/4004 | Customer and Local Services Department additional deposit. Includes: reports and statements of accounts, September 1951 to December 2008 | 13/12/2022 | Customer and Local Services Department |
| JA/3907 | Occupation registration cards of the Perchard family of Gorey Village | 15/06/2022 | Customs and Immigration |
| JA/3971 | Department for Infrastructure, Housing and the Environment additional deposit. Contains information about radon and radioactivity in Jersey, 1990-2000 | 30/09/2022 | Department For Infrastructure |
| JA/3912 | Department for the Economy additional deposit. Includes records of the Jersey Conference Bureau from 1995 onwards. Includes CDs | 01/06/2022 | Department for the Economy |
| JA/3874 | Department for the Economy collection. Initial deposit includes: Local Economy files relating to harbours, maritime matters and aircraft registry policy development, 2001-2018 | 21/04/2022 | Department for the Economy |

APPENDIX A

PUBLIC RECORDS TRANSFERRED IN 2022

| ACCESSION NUMBER | ACCESSION DESCRIPTION | ACCESSION DATE | PUBLIC INSTITUTION |
|------------------|--|----------------|--|
| JA/3895 | Department for the Economy additional deposit. Includes records relating to Competition and Jersey Competition Regulatory Authority / Intellectual Property/ Transport, 2003-2014 | 14/06/2022 | Department for the Economy |
| JA/3974 | Economic Development, Tourism, Sport and Culture additional deposit of various general filing including Tourism Development Fund Files, c1990s-2000s (contains VHS tapes and CDs) | 14/10/2022 | Department for the Economy |
| JA/3916 | Economic Development, Tourism, Sport and Culture additional deposit of various general filing (contains floppy discs and CDs) | 19/07/2022 | Department for the Economy |
| JA/3984 | Children, Young People, Education and Skills (Education department) additional deposit. Includes: sample of personal student files, c1990s-2014 | 24/10/2022 | CYPES |
| JA/3994 | Children, Young People, Education and Skills (Education department) additional deposit additional deposit of VHS recordings of Mont a l'Abbé school activities, sports events and concerts, c1991-1996 | 16/11/2022 | CYPES |
| JA/3909 | External Relations Department additional deposit. Includes Tax Information Exchange Agreements (TIEAs) with various countries and filing relating to international finance and tax issues | 01/07/2022 | External Relations |
| JA/3893 | Hautlieu School additional deposit. Includes: Hautlieu Herald Magazines, c1961-1969 plus other publications | 14/06/2022 | Hautlieu School |
| JA/3862 | Infrastructure, Housing and Environment department additional deposit. Includes documents relating to West of Albert and La Collette, 1992-1996, and La Saline | 08/03/2022 | Infrastructure, Housing and Environment Department |
| JA/3897 | Infrastructure, Housing and Environment department additional deposit. Includes book relating to charges in pigs in quarantine at the cattle depot. c1918-1975 | 07/06/2022 | Infrastructure, Housing and Environment Department |
| JA/3989 | Jersey Arts Centre additional deposit. Includes Poster for the play 'Cahun - a Retrospective' by Jacqueline Mézec, 2022 | 08/11/2022 | Jersey Arts Centre |
| JA/3939 | Jersey Care Commission additional deposit. Includes: Annual snapshot of registers and register of care services, 2022 | 09/08/2022 | Jersey Care Commission |
| JA/3915 | Jersey College for Girls additional deposit | 01/07/2022 | Jersey College for Girls |

APPENDIX A

PUBLIC RECORDS TRANSFERRED IN 2022

| ACCESSION NUMBER | ACCESSION DESCRIPTION | ACCESSION DATE | PUBLIC INSTITUTION |
|------------------|--|----------------|---------------------------|
| JA/3941 | Jersey College for Girls additional deposit. Includes: Weekly Notices to Parents from Sept 2021 to July 2022 and Academic timetables for 2021/2022 | 26/08/2022 | Jersey College for Girls |
| JA/3964 | Jersey College for Girls additional deposit. Includes: various historic material relating to the school, late 1800s - early 2000s | 30/09/2022 | Jersey College for Girls |
| JA/3940 | Jersey College for Girls additional deposit. Includes: Circulars to Staff, Staff Briefings for Academic year 2021/2022 | 17/08/2022 | Jersey College for Girls |
| JA/3982 | Jersey College for Girls additional deposit. Includes: admission cards, 1970-2018 | 19/10/2022 | Jersey College for Girls |
| JA/3861 | Jersey College for Girls additional deposit, includes various historic materials | 01/03/2022 | Jersey College for Girls |
| JA/3975 | Office of the Chief Executive additional deposit. Includes Jersey COVID review panel documents, correspondence and press conference recording c2020-2022 | 13/10/2022 | Jersey COVID Review Panel |
| JA/3988 | Jersey Heritage additional deposit. Includes scrap book relating to the living history programme at Hamptonne Country Life museum | 08/11/2022 | Jersey Heritage Trust |
| JA/3929 | Jersey Heritage additional deposit. Includes script for 'The Story of Jersey' permanent exhibition at the Jersey Museum, c1990? | 05/08/2022 | Jersey Heritage Trust |
| JA/3850 | Jersey Heritage additional deposit. Includes staff bulletins January 2015-August 2016, business plans 1997-2004, site plan costings/budgets 2002 | 16/02/2022 | Jersey Heritage Trust |
| JA/3899 | Jersey Heritage Trust additional deposit. Includes: Report and Financial Statement, 2020; SDA Data Processing Agreement (addendum), 2021; agreement with GR8 Recruitment regarding recruiting temporary staff, 2021; transfer of copyright of 12 Occupation Tapestry Panels, 2018; contract with Tate Publishing regarding 'Don't Kiss Me: The Art of Claude Cahun and Marcel Moore', 2006 | 14/06/2022 | Jersey Heritage Trust |
| JA/3845 | Jersey Heritage additional deposit. Includes: Oral history Interview with Dulcie and Alan Le Breton and related documents and photographs concerning Phyllis and John Le Breton's sheltering of a Russian fugitive during the Occupation, 2022 | 07/01/2022 | Jersey Heritage Trust |
| JA/3900 | Jersey Heritage Trust additional deposit. Includes DVD copies of a television broadcast 'City Walk, Jersey Island 2022' broadcast nationally in Japan in September 2021 | 14/06/2022 | Jersey Heritage Trust |

APPENDIX A

PUBLIC RECORDS TRANSFERRED IN 2022

| ACCESSION NUMBER | ACCESSION DESCRIPTION | ACCESSION DATE | PUBLIC INSTITUTION |
|------------------|--|----------------|-----------------------------------|
| JA/3919 | Jersey Heritage additional deposit. Includes Heritage Listing Photographs & Research 1997-2018 | 07/07/2022 | Jersey Heritage Trust |
| JA/3841 | Jersey Heritage additional deposit. Includes: Papers relating to exhibitions, projects and events, c1980s-2019 | 07/01/2022 | Jersey Heritage Trust |
| JA/3962 | Jersey Heritage additional deposit. Includes: posters and flyers for the Jersey Archive's 'What's Her Street's Story' series of talks, 2019; 'What's Your Street's Occupation Story', 2020; 'What's Your Town's Story' online talks, 2021; Family History Festival, 2022; Government of Jersey 'spend local' card scheme, 2019; closure of site due to the state funeral of Elizabeth II, 2022 | 30/09/2022 | Jersey Heritage Trust |
| JA/3848 | Jersey Heritage additional deposit. Includes: Papers relating to exhibitions, publications, acquisitions, commissions and others, c1990s-2000s | 09/02/2022 | Jersey Heritage Trust |
| JA/3855 | Jersey Heritage additional deposit. Includes: digital documents, 2022 [rolling accession] | 03/03/2022 | Jersey Heritage Trust |
| JA/3946 | Jersey Heritage additional deposit. Includes model release forms for website and marketing shoots, 2022 and some from 2020 | 02/09/2022 | Jersey Heritage Trust |
| JA/3979 | Jersey Heritage Trust additional deposit. Includes: Book of condolence for Queen Elizabeth II from Mont Orgueil Castle, 2022 | 17/10/2022 | Jersey Heritage Trust |
| JA/4009 | Jersey Post Yearbook 2022 | 23/12/2022 | Jersey Post |
| JA/4007 | Jersey Water / Jersey New Waterworks Company Limited additional deposit. Includes Rental books c1870-1919 | 16/12/2022 | Jersey Water |
| JA/3903 | Judicial Greffe additional deposit. Includes: contracts August 2020 - December 2021, and civil case files 2005, 2012-2022 | 15/06/2022 | Judicial Greffe |
| JA/3860 | Occupation registration cards and Aliens registration cards including those of the Noel family of St Catherine's Farm, St Martin, and the Robin family of l'Hopital, St Catherine's Bay, 1941, and one travel permit added to D/S/M2/5 | 08/03/2022 | Customs and Immigration |
| JA/3936 | Office of the Lieutenant Governor additional deposit. Includes: Letters to and from the Royal Household 2020-2022; Charities' response to HE Covid letter, 2020; photocopy of news story regarding Government House, 1978 | 22/08/2022 | Office of the Lieutenant Governor |
| JA/3921 | Parish of St Brelade additional deposit. Includes: rates list, 2022 | 06/07/2022 | Parish of St Brelade |

APPENDIX A

PUBLIC RECORDS TRANSFERRED IN 2022

| ACCESSION NUMBER | ACCESSION DESCRIPTION | ACCESSION DATE | PUBLIC INSTITUTION |
|------------------|---|----------------|----------------------|
| JA/3917 | Parish of St Mary additional deposit. Includes Rates Returns for 2001, 2006, 2011 & 2016. Also includes Rates Lists and Accounts of the Parish Constable, 2011 and 2012 | 20/07/2022 | Parish of St Mary |
| JA/3869 | Parish of St Peter additional accession. Includes driver's licences applications 2003-2006 and rates returns 2005, 2011, 2016 | 23/03/2022 | Parish of St Peter |
| JA/3950 | Parish of St Saviour Electoral Roll, September 2022 | 06/09/2022 | Parish of St Saviour |
| JA/3840 | Probation Service additional deposit. Includes: Jersey Family Court Advisory Service (JFCAS) case files including adoptions; Probation case files and admin filing such as minutes and annual reports, c1960s-2010s | 07/01/2022 | Probation Service |
| JA/3888 | Property Holdings Department additional deposit. Includes original contracts and drawings produced by Jersey Property Holdings Design Section, 1952-2001 | 23/05/2022 | Property Holdings |
| JA/3911 | St John's School additional deposit. Includes admission register, 1992-2011, whole school photos, management reports and meeting minutes, newsletters and school development plans. Also includes school census return, 1905. Includes some floppy discs and DVDs | 01/07/2022 | St John's School |
| JA/4001 | St Lawrence Primary School additional deposit. Includes photographic material | 28/11/2022 | St Lawrence School |
| JA/3844 | Rolling accession for Government of Jersey internal communications & press/media releases distributed via the States Intranet, 2022 | 22/01/2022 | States Greffe |
| JA/3998 | Jersey Census Returns, 1996 | 24/11/2022 | Statistics Unit |
| JA/3906 | Statistics Unit additional deposit. Includes: Example of blank form used for 2021 census | 15/06/2022 | Statistics Unit |
| JA/3843 | Jersey Census Returns, 1991 | 13/01/2022 | Statistics Unit |
| JA/4000 | Jersey Census Returns, 2021 | 06/12/2022 | Statistics Unit |
| JA/3873 | Victoria College Jersey additional deposit. Includes: JSSA Athletic Accounts, 1981-2007, and multi-school athletic results and correspondence c1987-1995 | 08/04/2022 | Victoria College |

APPENDIX B

KEY PERFORMANCE INDICATORS

| INDICATOR | 2020 RESULT | 2021 RESULT | 2022 FORECAST | 2022 RESULT | 2023 FORECAST | COMMENT |
|--|-----------------|-----------------|-----------------|-------------------|-----------------|--|
| Number of new collections (public and private records) accessioned | 121 | 172 | 160 | 169 | 160 | <p>The transfer of public records in both physical and digital format continued in 2022 with 62 collections being transferred.</p> <p>Transfers of private collections have continued to increase from 91 in 2020, 103 in 2021 and 107 in 2022.</p> <p>2023 forecast reflects the continuing transfer of records to the new strongrooms at the archive and the impact of the compliance audit on public records.</p> |
| Cubic measurement of new collections accessioned | 12 cubic metres | 72 cubic metres | 40 cubic metres | 29.2 cubic metres | 25 cubic metres | <p>The transfer of 29.2 cubic metres of archival material in 2022 includes 2 large collections of census records and the continued transfer of the backlog of material that had built up through the construction of the new repository and Covid.</p> <p>2023 forecast is based on material that has been identified for transfer during the year.</p> |
| Digital measurement of new collections accessioned | 115 GB | 211 GB | 300 GB | 93 GB | 100 GB | <p>2022 total included 27 transfers of digital collections. These generally consisted of word documents and smaller files. Digital transfers included the Jersey Covid Review Panel collection.</p> <p>2023 forecast assumes a similar level of digital collecting, however this could increase if a large collection of digital images/film/sound is transferred.</p> |
| Time until Jersey Archive is full | 32 years | 29.5 years | 28 years | 28 years | 27 years | <p>2023 forecast takes into account collections that are ready to transfer and assumes a total transfer of 25 cubic metres of records.</p> |
| Newly catalogued records available online | 46,177 | 29,242 | 40,000 | 36,497 | 40,000 | <p>2022 show an increase in staff time spent on cataloguing and more records being available online when compared to 2021. Numbers from 2020 include lockdown processing figures so this total is unusually high.</p> <p>2023 forecast assumes an increase staff focus on cataloguing with continued support from volunteers.</p> |

APPENDIX B

KEY PERFORMANCE INDICATORS

| INDICATOR | 2020 RESULT | 2021 RESULT | 2022 FORECAST | 2022 RESULT | 2023 FORECAST | COMMENT |
|--|---|---|--------------------------------------|---|--------------------------------------|--|
| Number of retention schedules in place | 191 | 195 | 195 | 201 | 201 | Government of Jersey reorganisation has led to the creation of some new schedules in 2022. |
| Number of retention schedules reviewed | 25 | 23 | 20 | 37 | 20 | Following the compliance audit a number of schedules were reviewed in 2022 with 37 schedules being signed off. Further reviews have been started and should be completed in 2023. |
| Public Access to Jersey Archive – days open per year | 118 | 178 | 208 | 206 | 205 | 2022 opening days were impacted by the Jubilee and the late Queen’s Funeral. 2023 forecast reflects current scheduled opening. |
| In-person visits to Jersey Archive | 1,245 | 1,534 | 1,750 | 2,126 | 2,000 | 2022 shows a return to in-person visits from the local audience and tourists following the pandemic. 2023 forecast expects continued in-person visits but also reflects continued growth in online traffic. |
| Online catalogue visits | 212,184 | 320,403 | 320,000 | 317,397 | 320,000 | 2022 figures show the continued importance of online use of archive material. 2023 forecast expects a maintained level of online use. |
| Distance enquiries | 3,776 | 3,662 | 3,500 | 2,417 | 2,500 | 2021 figures included telephone enquiries, 2022 only includes email/written enquiries. 2023 forecast expects a similar level of distance enquiries. |
| Attendance at Archive talks | 1,870 listened live 1,682 listened at a later date | 293 in person 991 listened live 1061 listened at a later date | 750 in person 750 at a later date | 717 in person 147 listened live 1149 listened at a later date | 750 in person 750 at a later date | 2020 figures show increased in-person attendance following the pandemic but still reflect strong online use of the talks at a later date. |

APPENDIX C

ARCHIVE FUNDING

Jersey Heritage receives an annual grant from the Government of Jersey to run a wide range of services including the provision of an archive. 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 | 2020 ACTUAL SPEND | 2021 ACTUAL SPEND | 2022 ACTUAL SPEND |
|--|----------------------|----------------------|----------------------|
| Building Maintenance – Jersey Archive | £15,378 | £12,101 | £61,868 |
| Conservation, Preservation and Packaging Materials | £23,886 | £23,097 | £32,422 |
| Digital Preservation System | £12,800 | £21,508 | £22,597 |
| Digitisation of Records (inc. purchase of A0 flat bed scanner in 2022) | | £5,162 | £59,265 |
| Disaster Planning | £797 | £1,312 | £924 |
| Documentation and online development | £7,209 | £13,910 | £16,765 |
| Environmental Costs and Maintenance of Building Management System – Jersey Archive | £5,190 | £13,860 | £3,273 |
| Gardening and Cleaning | £7,819 | £9,993 | £16,743 |
| Heat, Light and Water | £30,423 | £32,186 | £31,231 |
| Interpretation, Public Services and Support Costs | £6,759 | £2,957 | £10,079 |
| Permanent Staff | £503,809 | £606,814 | £675,696 |
| Security | £10,448 | £2,014 | £3,310 |
| Events | £2,139 | £2,234 | £5,241 |
| Total | £626,657 | £747,148 | £939,414 |

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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