

Conserving our Island story

2017 Annual Report on the work of Jersey Heritage and the Archivist under the Public Records (Jersey) Law 2002.



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INTRODUCTION

Archives provide evidence of who we are, where we came from and where we are going in the future. The preservation and provision of access to archival material is an important part of government accountability and the documents provide evidence of decisions and actions that impact on our daily lives.

Archives also have the power to impact on our emotions. Reading the letters, diaries and accounts of individuals turns names on a page into personalities and allows us to understand the complexity of people and communities' everyday lives.

The public domain archive of the Independent Jersey Care Inquiry, transferred to Jersey Archive in October 2017, is an important example of both these aspects of archival material. It provides evidence and accountability whilst impacting our emotions with the testimony of survivors.

In 2017 Jersey Archive continued to collect, preserve and promote access to the Island's documents. We increased our online resources and as a result saw a 63% increase in global online access. We also continued to provide advice to Public Institutions under the Public Records Law with several hundred enquiries from 28 different institutions during the course of the year. These included records management advice, FOI requests, transfer advice, queries concerning closed

records and requests for loans of material back to the institution.

Highlights of Jersey Archive's work in 2017 include;

- The addition of over 30,000 catalogue entries to our online resource
- Responding to over 4,000 enquiries by members of the public and from Public Institutions
- The revision of 25 retention schedules working across a number of Public Institutions
- A 63% increase in online use following the launch of Jersey records on Ancestry at the start of 2017
- The donation of over 2,300 hours of volunteers time to support services we provide

In January 2018 construction of the new archive strongroom block commenced with a completion date of January 2020. On completion, this investment will allow us to continue to transfer physical archive

material from Public Institutions for at least the next 25 years. The strongroom development includes a dedicated digital server room and a key priority for 2018 is to investigate and select a long-term digital preservation provider.

The long-term funding of the Jersey Archive service with appropriate levels of staffing, investment in long-term solutions for digital preservation and the maintenance of the new archive building remains a key question for discussion and resolution in 2019 and beyond.



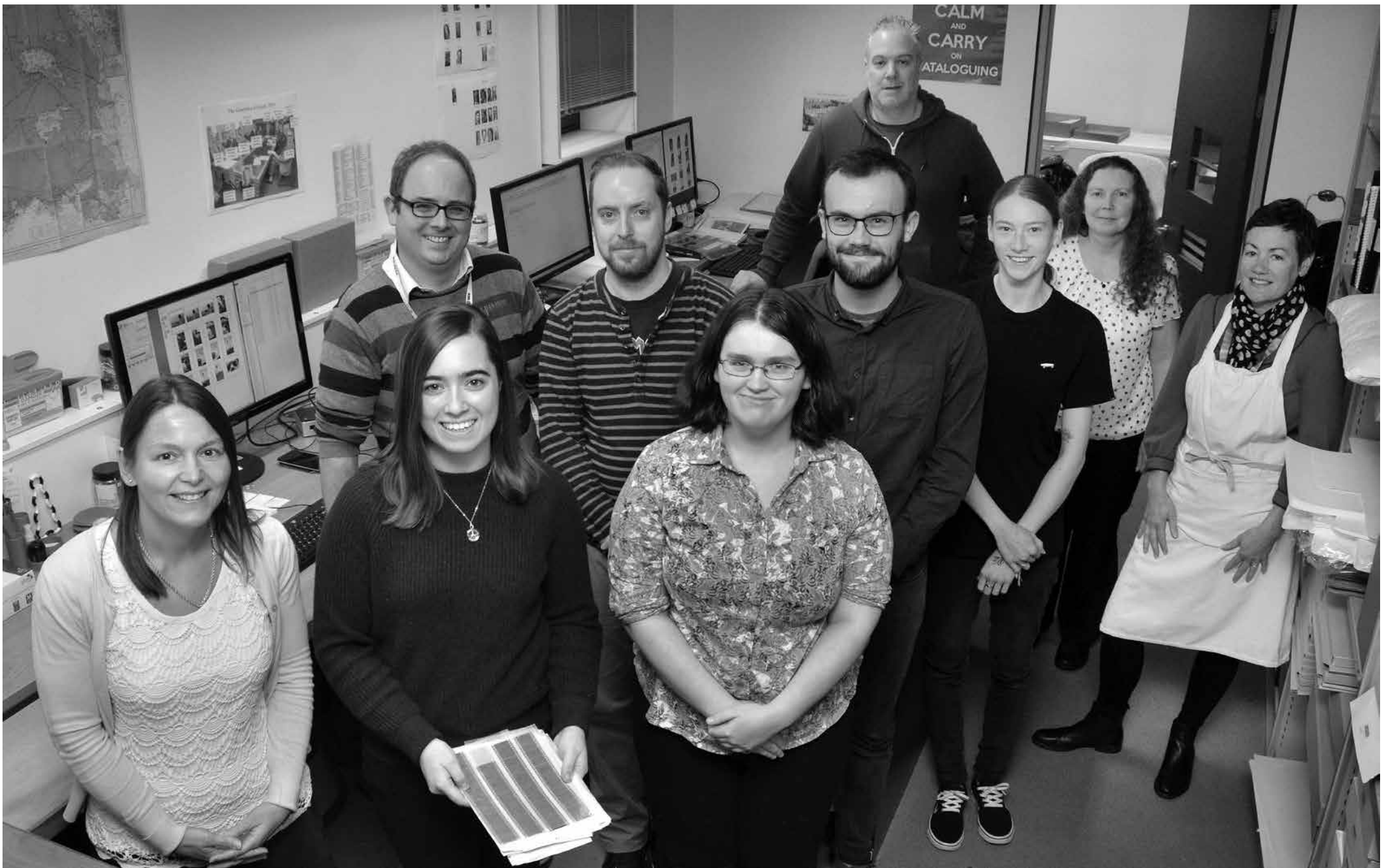
Linda Romeril
Archives and Collections Director, Jersey Heritage

STAFFING

The Archivist's report of 2016 highlighted the staffing challenges that the service faced following the loss of temporary staff funded through the FOI implementation programme. Following the publication of the 2016 report I was asked to prepare a business case for additional staff for EDTSC to review and take to the Council of Ministers. This business case was produced and sent to EDTSC in September 2017 with letters of support from the Records Advisory Panel and Jersey Heritage Board of Trustees. The paper included the following executive summary highlighting the increased legal and governance obligations on Jersey Archive and also the increased workload placed on the archive service since 2000. This bid is currently under consideration.

- The States of Jersey has an obligation under Public Records, Freedom of Information and Data Protection legislation to manage, organise and provide access to the records of its activities.
- The Public Records Law appoints the Chief Officer of each Public Institution as the public records officer who has a duty to ensure compliance with the law and with the retention schedules produced by the Archivist.
- Jersey Archive is currently underfunded to carry out the governance requirements placed on the service by Public Records, Freedom of Information and Data Protection legislation.
- Without additional staff the archive cannot fully support public institutions and enable them to meet their obligations. This will result in risks to the long-term preservation of vital records, in particular to the identification, transfer and long-term storage of digital material.
- The archive team provide a significant service to all public institutions by preserving, storing, answering enquiries about and providing access to over 350,000 public records that, prior to 2000, were the responsibility of public institutions.
- The team also provide a records management service for all public institutions, appraising records, creating and reviewing retention schedules and having ultimate responsibility for decisions on disposal of public records.
- The end of a three year funding agreement with the Chief Minister's Department has led to a reduction of 35% in staff numbers, from 12.5 FTE to 8.1 FTE, at Jersey Archive from 2015 - 2017.
- In direct contrast to this reduction in staff numbers the archive service is now managing more records, more retention schedules, increased numbers of digital transfers and more enquiries from both Public Institutions and members of the public.
- To ensure that Jersey Archive continues to meet its governance requirements and to provide records management and archiving services to Public Institutions I would request funding for 4 additional permanent staff positions at Jersey Archive.





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

INDEPENDENT JERSEY CARE INQUIRY ARCHIVE

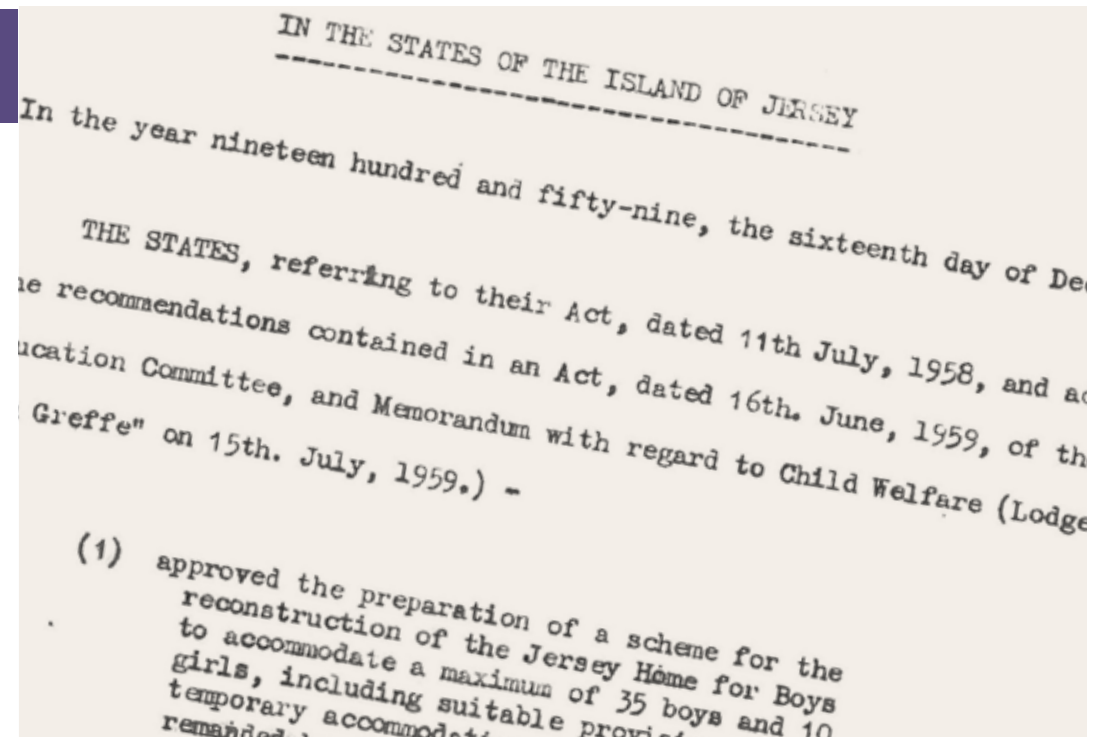
Case Study

On 3rd July 2017 the Panel of the Independent Jersey Care Inquiry delivered their report into the abuse of children in the Island's care system to the States of Jersey. The report included the following recommendation concerning the appropriate archiving of the millions of pages of evidence and witness statements gathered by the Inquiry.

'13.47 Jersey citizens and politicians have properly expressed to the Inquiry their concern that the archive of the Inquiry be preserved for posterity.

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.

13.49 The Inquiry has undertaken some preliminary planning and research for the management of its archive. We recognise the experience available in Jersey through the Jersey Archive and believe that to be a primary source of assistance and a repository for all public-domain material.'



In October 2017 and January 2018 Jersey Archive received digital transfers of over 10,000 public domain PDF documents which contained redacted versions of the evidence and witness statements seen by the Panel. This material is now being preserved, catalogued, indexed and made available online. The project involves the cataloguing of the largest digital archive held by Jersey Archive and will be completed by the end of 2019.

The IJCI has shown the importance of keeping the original records which detail the official account of the care system in Jersey from the 1940s - 2000s. These records are stored at Jersey Archive and were used extensively by the Inquiry as evidence of the management of the care system and of individual's experiences whilst in care. When added to the witness statements produced as a result of the Inquiry these documents provide powerful testimony into the system of care in the Island and the often harrowing aspects of Jersey's history they contain.

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

ANCESTRY PARTNERSHIP

Case Study

In January 2017 Jersey Heritage launched a partnership with Ancestry.com, the world's largest for-profit genealogy company, to provide online access to images of Jersey's Church of England baptism, marriage and burial records via the Ancestry site. Jersey Archive has provided online access to catalogue descriptions of records since the archive opened in 2000 and to digitised images of records via a subscription, or pay per view service, from 2015. However, whilst the number of visits to the archive catalogue is growing significantly each year, the global reach of Ancestry gave an ideal opportunity to promote Jersey's records to a significantly larger audience.

As part of the partnership agreement Ancestry digitised the Jersey Church of England records and have provided copies to the Jersey Archive for display on our own catalogue. We have a team of 11 volunteers who are working to place these records and their digitised images online and to date over 15,000 records have been entered allowing users to search for the names of their family members getting married in the Island.

Ancestry has also promoted the Jersey Archive indexes to key collections such as the Occupation Registration Cards,

Jersey Wills and Testaments and 19th Century Hospital Admission Registers. These indexes can be searched on Ancestry and then include direct links to the Jersey Heritage catalogue giving users the option to pay for a copy of the original record.

Online records are a key way for the Jersey Archive to engage with people around the world and to allow them to discover their links to Jersey. Aside from Jersey, the top ten countries with users of the online catalogue include the UK, US, Australia, Canada, France and New Zealand. The following comment, from an online subscriber, shows the importance of our online promotion.

'I'd like to add that I think the work that Jersey Heritage does in respect to the archiving programme is fantastic. Thanks very much to both you and all your colleagues for undertaking this important function.'

The impact of the Ancestry Partnership has been significant with visitors to the Jersey Heritage online catalogue increasing by 63% in 2017 when compared to 2016.



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

VOLUNTEERING AT JERSEY ARCHIVE

Case Study

Volunteering has always been a key factor in the success and achievements of Jersey Archive. Without the support and commitment of our volunteers we simply would not have been able to make the progress we have in our online projects, preservation and repackaging and digitisation programmes. I would like to thank all the volunteers who contributed their time towards our projects in 2017.

In 2017 Jersey Archive volunteers donated a total of 2,322 hours of their time working on projects to preserve records and collections through our repackaging programme and make archives more readily available by scanning, cataloguing and researching.

Volunteers at the Jersey Archive have a variety of reasons for joining the archive team including students wanting to gain work experience to enhance their studies, individuals volunteering as part of the back to work scheme and volunteers who are retired and enjoy the weekly challenge of deciphering old handwriting and continuing to use their IT skills.

Volunteering not only enhances the work of the archive staff but also allows the Jersey Archive to contribute towards lifelong learning, supporting people back into the workplace and well-being agendas.



CHANNEL ISLANDS FAMILY HISTORY SOCIETY

Case Study

Jersey Archive has a key partnership with the Channel Islands Family History Society, whose collections are stored at Jersey Archive. The CIFHS provide volunteers to work at our help desk with archive staff to give members of the public one to one assistance when tracing their family history.

CIFHS volunteers are available when the Jersey Archive is open to the public and during 2017 over 20 different volunteers provide support for researchers visiting the archive. Having volunteers working with staff in our help desk areas allows us to spend time with each individual visitor, ensuring that they find the information they are searching for as the following comment shows;



'Of course, I spent the morning in the Archive yesterday and I can only praise the staff who were so helpful to myself and my wife as we were working on the items in the attached request. Not only your regular staff but the lady volunteer from the CIFHS who was so helpful and went the extra mile to find information for us. It really was time well spent in the Archive and has only led to their being further questions which I had not envisaged when I first made contact.'

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

JERSEY EVENING POST ARCHIVES

Case Study

In November 2017 images from the Jersey Evening Post photographic archive were launched online for members of the public to view, comment on and download as part of the Archive's pay per view programme. The archive tells the pictorial story of Jersey in 20th century and includes 1.5 million images showing political, social, cultural, architectural and environmental changes in the Island over 8 decades.

Throughout 2017 project staff and volunteers worked together to scan, repackage, catalogue and index the original negatives so that they can be searched online and enjoyed by members of the local community and those with Jersey connections around the world. The project staff were employed by Jersey Heritage using money from the Jersey Heritage Patron's Fund. The staff and volunteers scanned nearly 300,000 images during the year and catalogued over 15,000 jobs giving a real impetus to the project.

At the heart of the archive are the images of community; schools, sports, Island events, celebrations, birthday cake winners and local clubs and associations. Now that a significant number of images are available Jersey Archive will be encouraging Islanders to tell their stories by searching for images of their school or social club and adding comments to the online catalogue. This work will not only engage the local community with the archive but it will also allow us to enhance the collection by adding individual recollections, anecdotes and stories.



These are some of the comments that we have already received:

'The man on the right is Alf Le Cuirot (Foreman). A lovely man who had served in the Royal Warwickshire during WW2.'

'Mr Eric Walker Bomb Disposal Officer working with PC Stuart Elliott, States of Jersey Police. Who in later years replaced Mr Walker as BDO.'

'The teacher is Miss Broadhurst, a wonderful lady who I was lucky enough to have as a teacher in 1972-1973.'

'The two kids in the dustbins were part of the Coin Varin Arts Alive. On the left Daniella Moscardini on the right Charlie McArdle now on BBC TV and Radio.'



PUBLIC RECORDS LAW COMPLIANCE

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

The Law gives Jersey Heritage, the Archivist and Public Institutions a number of duties to perform with the ultimate aim of preserving and providing public access to the archival records which tell the story of Jersey's cultural, social, economic and political development.

RECORDS MANAGEMENT

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

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

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

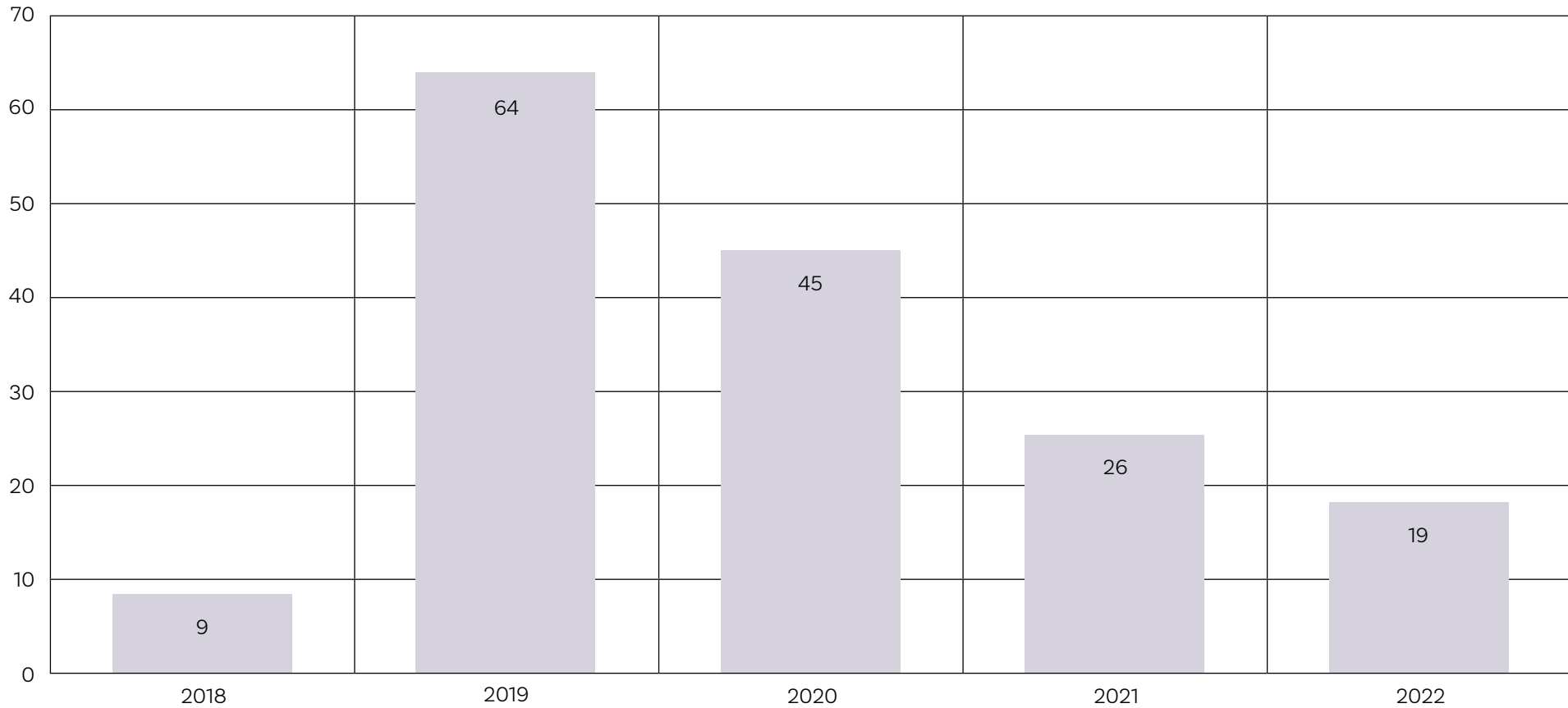
- Records that show Jersey’s social development, including demographic, cultural and economic change;
- Records that document change, continuity and development in Jersey over time and assist with the historic interpretation of such changes;
- Records that show States’ administration’s policies, procedures and decision making processes;
- Records that show and document the significant functions and activities of States of Jersey administrations;
- Records that show changes to Jersey’s physical environment;
- Records that relate to notable events or persons;
- Records that are suitable for statistical and quantitative analysis;
- Records that show the development of communities in Jersey and
- Records that can be used in the growing field of genealogical research.

The Freedom of Information implementation process gave additional temporary staff and financial resources to Jersey Heritage. This allowed the Archivist to have assistance in working with all institutions to produce retention schedules, answer queries and manage public records. These resources have now ceased.

A total of 194 retention schedules now exist across the Public Institutions and regular reviews of schedules are taking place to reflect changes in responsibilities and functions. On 25th May 2018 the new European General Data Protection Regulation was enacted alongside the updated Data Protection (Jersey) Law 2018. Guidance under the new regulation and law suggests that retention schedule reviews are an integral part of the preparation for GDPR.

Under the Public Records Law all changes to retention schedules need to be signed off by the Archivist and Public Institution. With current resources for records management within Jersey Archive at less than 0.5 FTE the timely and appropriate review of all schedules is not possible. It should be highlighted that there are 64 schedules due for review in 2019 with each review taking several weeks to complete.

Number of Schedules due for 5 year review



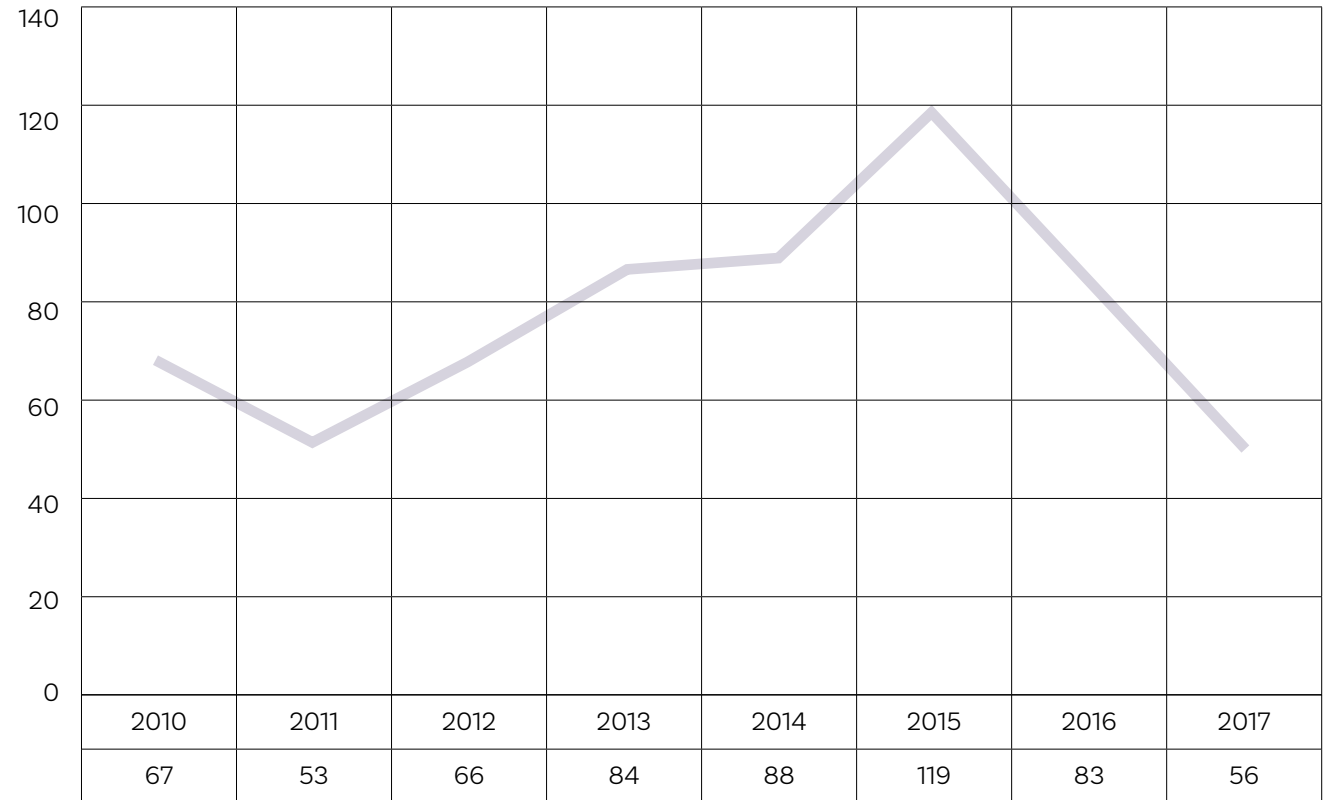
TRANSFER

In 2017 56 new collections of records were received from Public Institutions, a total of 14.5 cubic meters and 10,802 electronic files of archival records. The increased rate of transfer seen in 2015 after the introduction of the Freedom of Information (Jersey) Law has returned to 2010-2011 levels in 2017. This is due, in part, to space restrictions at Jersey Archive which means that the transfer of some large collections from Public Institutions has been delayed until 2020 when the new strongroom extension should be complete.

As part of the transfer process the basic details of the accession are recorded, this includes a high level description of the material transferred, the Public Institution responsible for transferring, the location of the material and amount. After transfer the management of the collections, care of the material and the initial enquiries into access are all handled by archive staff.

Appendix A is a list of all collections transferred by Public Institutions in 2017.

Number of Collections Transferred under Public Records Law





PHYSICAL STORAGE

In 2017 significant progress was made towards starting the £3.5 million capital project to extend the physical and digital storage provision at Jersey Archive.

During 2017 the project went out to tender and as a result AC Mauger Construction were appointed to carry out the building works. In January 2018 the two year project started on site with a programme completion date of January 2020. The new strongroom block will allow for at least 25 years storage for key physical archival records and will also provide, for the first time, a dedicated digital storage area for storage of both born digital and digitised archive material. The project also gives increased reception space for new collections to be delivered including quarantine and cleaning areas for documents arriving at the archive in poor condition.



DIGITAL STORAGE

With the project to extend physical storage provision at Jersey Archive underway it is vital that we now look at the options for long-term digital storage provision. Jersey Archive currently holds 20TB of digitised and born digital records. This storage will continue to grow as more digitised content is generated internally through our scanning programmes and more digital material is transferred from Public Institutions under the Public Records Law.

Digital preservation of records and ensuring their future accessibility brings its own challenges. Digital materials have the potential to be edited or altered with ease and damaged by media failure or software obsolescence. For the user to have trust in the integrity of the data it is vital to have proof of the authenticity of the material. These records may be used in legal cases, by researchers, Government and members of the public.

We can mitigate these risks by using checksums, which give an overview of file format and will highlight any changes to the data, give audit trails and ensure that the data is held in a secure environment with viewing copies provided for the public where appropriate. Checksums must be generated and frequently recalculated to identify any loss and ensure the integrity of the data. Checksums are currently generated manually and increased digital transfers will require a digital preservation system in place.

Redundancy must be avoided by replicating or backing up files, introducing diversity in dependent technologies and storing data in more than one Geographical location. Storage media, such as hard drives, must be monitored and refreshed and ultimately placed on a server which is monitored for file format obsolescence and subject to frequent checksums.

Over time file formats and software will change and less well used file formats may become obsolete with software that renders the files no longer supported. Systems should be put in place to review file formats, convert them to viewing copies and also to the latest file type whilst retaining the original file for its evidential quality.

Digital data is subject to breaches in security and also viruses that can attack a system and corrupt files rendering access impossible. Confidential data can be obtained leading to significant breaches under Data Protection Legislation.

To help mitigate these risks the Jersey Archive has identified an appropriate digital storage and preservation solution and will look to implement this, budget allowing, in 2018.



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 the brief for the new strongroom block includes reference to these standards.

In 2017 and early 2018 two new standards were introduced; BS4971: Conservation and care of archive and library collections and BS EN 16893: Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections.

The Archive Conservator has analysed the conditions within the strongrooms at Jersey Archive against both the old and new standards which specify the temperature and humidity at which archives should be stored to ensure their long-term preservation. The new criteria specified under BS4971 is for storage conditions in which humidity is maintained between 35 - 60% and temperature between 13 - 22°C with an annual average of below 18°C.

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 2017 the 1st and 2nd floors of the strongroom block met the humidity specified in BS4971 100% of the time with the ground floor only exceeding the upper limit of 60% on 3 days and the 3rd floor on 4 days over the course of the year.

Temperature has always been more challenging to control using a passive system with no means of cooling in the Summer months. The new standard allows a wider range of temperature, up to 22°C compared with 20°C, as long as the average temperature over the year does not exceed 18°C. In 2017 the annual average temperature in all strongrooms did not exceed 18°C. The upper limit of 22°C was exceeded on 16 days in the 1st floor strongroom and 5 days in the 2nd floor strongroom. The ground floor and 3rd floor strongrooms did not exceed the upper limit.



CONSERVATION AND PRESERVATION

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

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

Jersey Archive currently holds over 1,000 catalogued items that are in an unusable condition and cannot be consulted by members of the public until conservation work has taken place. There are also 3,400 catalogued items in poor condition that will deteriorate further with heavy use.

In 2017 we used an external firm of archive book binders to repair 35 volumes. These included log books from individual primary schools, accounts books from Parish

collections, roads committee minutes, a headmaster's diary from the Jersey Home for Boys and early bankruptcy records including cases from the 17th and 18th centuries. 4 items were also conserved in house.

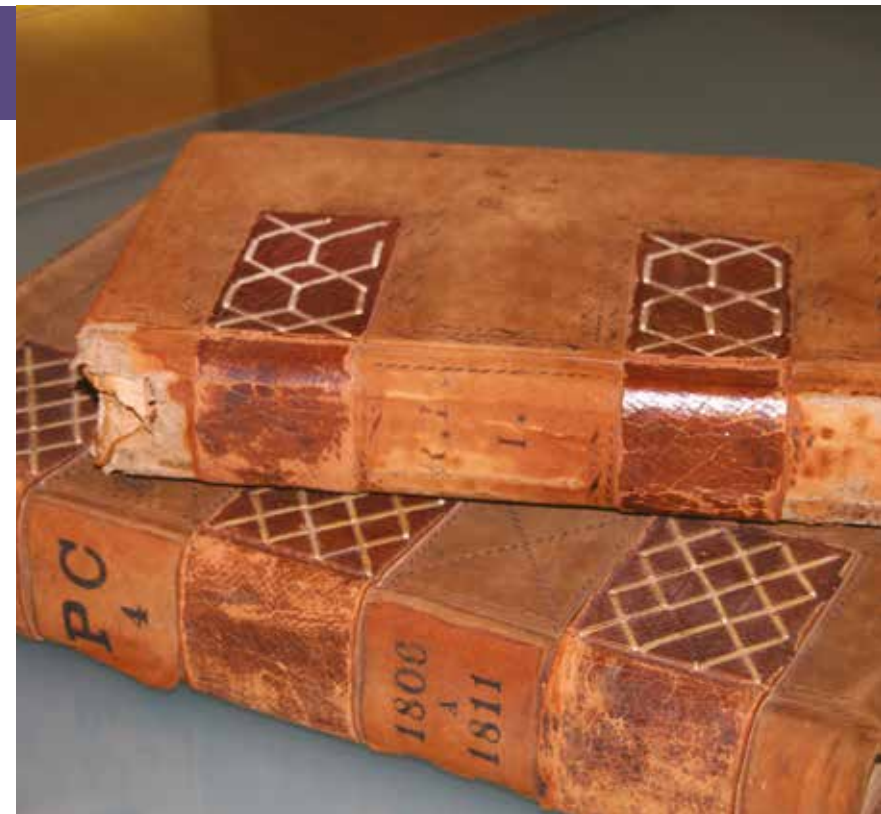
The bankruptcy records include lists of the movable and immovable property of the debtor and can provide a fascinating insight into an individual's property transactions and financial records. One of the registers that has been re-bound and can now be consulted covers the 17th century and the period of the English Civil War.

Bankruptcies listed in the register include men and women, an example being Elizabeth de Soulemont. Elizabeth was the daughter of Pierre de Soulemont, owned land in St Helier and rented in her own right despite being married to Thomas Laurens. Pierre de Soulemont died in 1642 leaving Elizabeth to inherit his possessions. Pierre owned land on the outskirts of the Town of St Helier including three fields in the Fief ès Débenaire which Elizabeth's bankruptcy show her selling. Elizabeth's bankruptcy records cover the period of the 1640s - 1670s.



CATALOGUING

Cataloguing is one of the core functions of the archive once the records have been identified and transferred to the Jersey Archive building. Cataloguing opens up access to the records allowing both Public Institutions and members of the public to see detailed, indexed, online descriptions of the archives. In 2017 31,465 new records were catalogued and their descriptions are now available to view online.



Cataloguing allows us to make Jersey's archival records available for public or States employee's consultation. Cataloguing of public records benefited significantly from FOI funding but our current permanent cataloguing resource is at 0.5 FTE for all records received at the Archive. Our current backlog of physical public records is 190 cubic metres. This does not include the cataloguing backlog for digital records or for private collections such as the Jersey Evening Post Photographic Archive.

The detailed cataloguing and indexing of archival records demands a wide breadth of knowledge from the cataloguing team. Records that come to Jersey Archive under the Public Records Law reflect the functions of central and local government as well as the Judiciary. The cataloguing of each new collection requires the member of staff to gain an understanding of the Public Institution that produced the records and the policies, procedures and processes behind each function and section of the institution.

In 2017 archive staff catalogued public records from the Bailiff's Chambers, the Probate Division of the Judicial Greffe, plans from the Department for Infrastructure, Alien's Cards from Customs and Immigration and States Prôjets from the States Greffe.

PROPOSITION

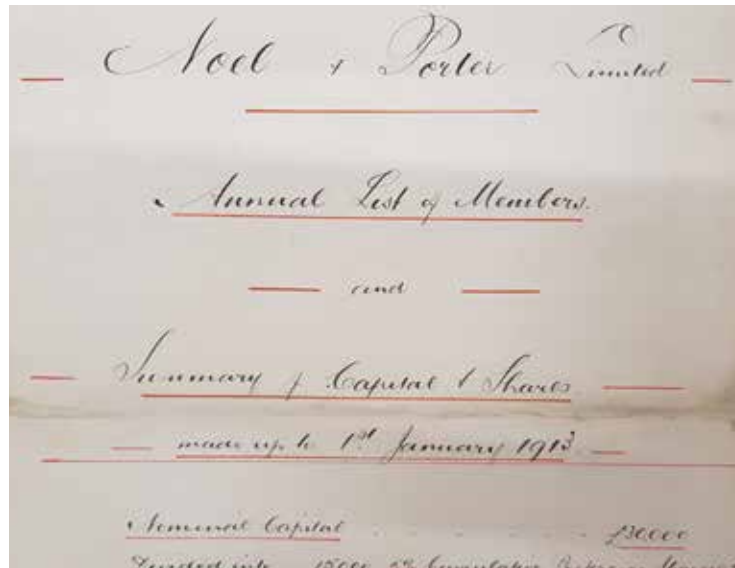
THE STATES are asked to decide whether they are of opinion -

- (a) to authorise the purchase from the Trustees of St. James' School, of St. James' School, Chapel Lane, St. Helier (as shown on Drawing No. 344/1, for £400,000, with the public being responsible for the vendor's legal fees;
- (b) to authorise the lease from the Churchwardens of St. James' Church, of St. James' Vicarage, St. Helier, for a period of nine years with effect from 1st October 1992, for a single payment of £120,000; ...
- (c) to authorise the purchase from the incumbent of the Parish of St. James of the undermentioned properties (as shown on Drawing No. 344/1) -
 - (i) St. James' Vicarage, St. Helier, for £160,000, in addition to the single payment of £120,000 previously paid in respect of the lease referred to in sub-paragraph (b);
 - (ii) St. James' Church, St. Helier, for £360,000,
 with the public being responsible for the vendor's legal fees;
- (d) to approve a preliminary agreement of sale with the Priest-in-Charge of St. James' Church in respect of the Church and Vicarage, it being agreed that in the event of default on the purchase of the Church or the Vicarage the balance of the rental and other costs incurred will be recoverable;
- (e) to authorise the Greffier of the States to sign the lease in respect of the Vicarage and a preliminary agreement of sale in respect of the Church and Vicarage;

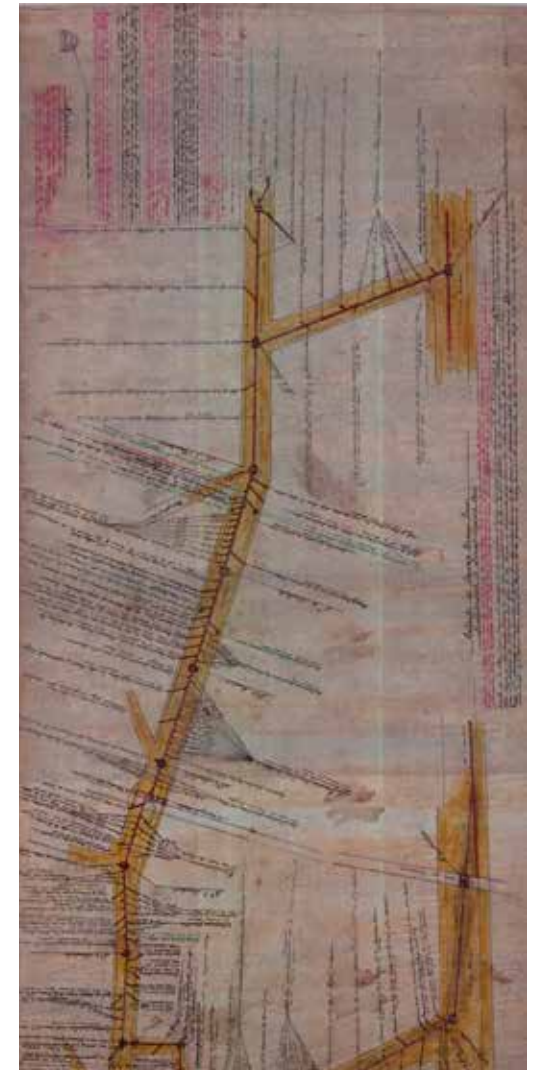
C/A622/1992/P105 - St James' Church, School and Vicarage: Leasing and Acquisition, lodged by the Island Development Committee.



D/S/B16/8 - Aliens registration card of Cyril Francis Le Floch, born 19/07/1917 in Grouville. Nationality: French by parentage.

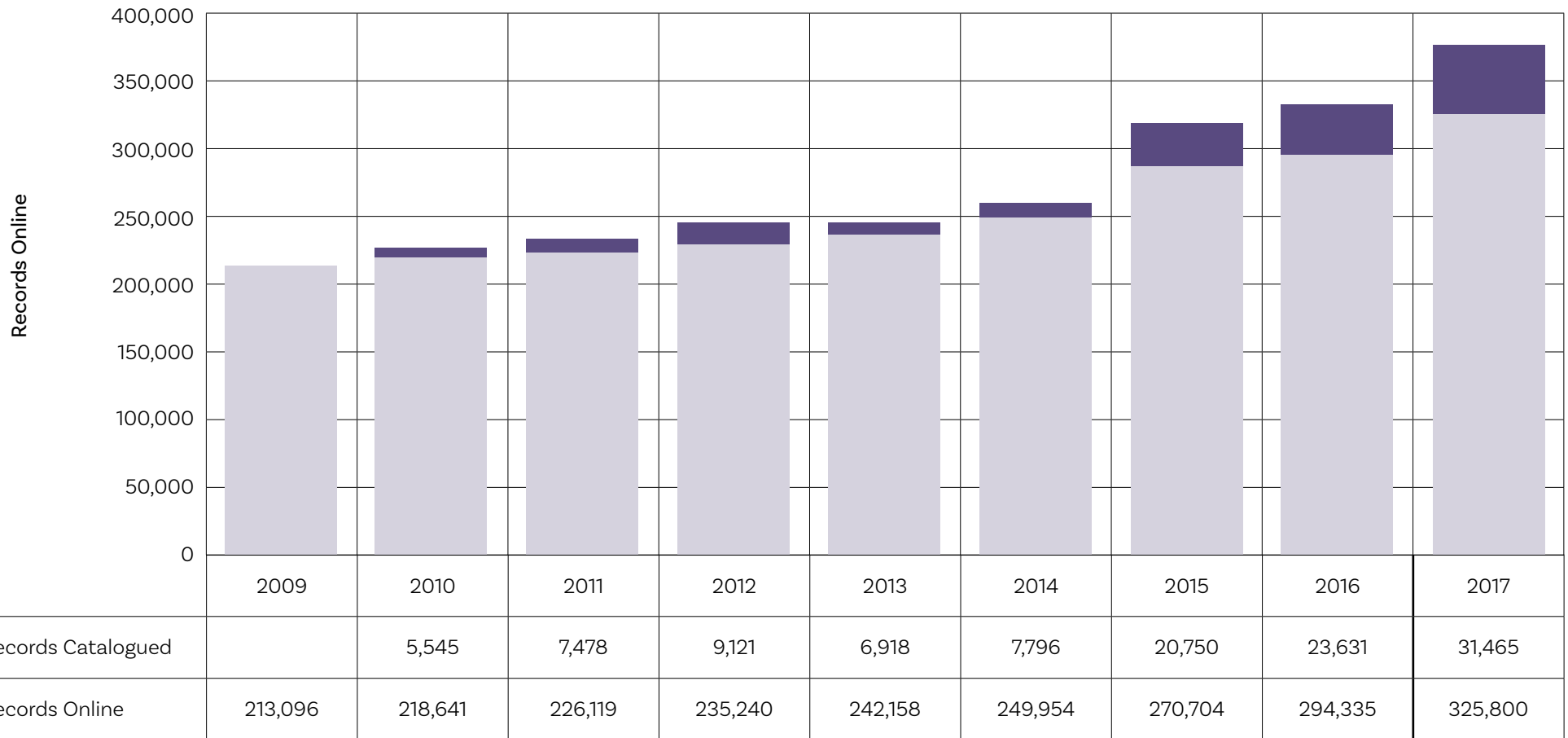


D/L/07/A/22 - Noel & Porter Ltd annual list of members and summary of capital and shares.



D/AL/A11/1930/1 - Plan of Manholes between Millbrook and First Tower.

Number of Records Catalogued and Available to Search Online



CLOSED RECORDS

At the start of each year new archival records are opened to the public after closure periods of 30, 50, 75 and 100 years.

From September 2017 - January 2018 the Archivist worked with Public Institutions to provide details of and access to 233 records that were due to be reviewed. Each Public Institution then decided whether the files should be opened to the public or if they should be subject to continued exemptions under the FOI Law. 144 records reviewed in 2017 were opened for public consultation at Jersey Archive.

Records opened to the public include a register from the Poursuite Criminelles division of the Royal Court including the case of Herbert John Le Moignan, alias Donald John Labey, who appeared before the court on a charge of bigamy on March 6th 1915. The records show that Herbert had married Ellen Mary Pirouet in St Clement's Church on 13th July 1908. He then married Maria Hamon using the alias Donald John Labey on 28th September 1914 in St Helier's Town Church.

At the time of his second marriage he had lied to the Reverend Leslie Ernest Burgess saying that he was single, aged 37 and born in Southampton when in fact he was married, 31 and born in St Clement. Herbert pleads guilty to the charge and is transported from the Island to HM Prison, Dorchester.

Also included is an Honorary Police Register from the Parish of Trinity which includes the case of Jean Choupeau aged 18, George Francis Querée aged 16, Aubin Dory Cabot aged 17 and Frederick Le Riche aged 16. On 26th April 1900 the boys were accused of interrupting the public peace by exposing their persons whilst swimming without costumes and of having played football on the beach at Bouley Bay with no clothes but their shirts.



This was in the presence of a number of young ladies invited to a picnic at Bouley Bay by Miss Lydia Doris Royce. The boys were also accused of troubling the girls whilst they were at their picnic, playing football on the public road and using obscene language in front of the young ladies. The four boys are sentenced by the Court to pay 30 shillings fine or 4 days in prison.

ACCESS

The unique records held at Jersey Archive can be accessed by members of the public in a number of different ways. Traditional in person visits to the archive increased to 3,087 in 2017 from 2,901 in 2016. Written enquiries from members of the public and Public Institutions also increased from 3,900 in 2016 to 4,022 in 2017.

The most significant increase in access came through the online catalogue with a 63% increase in use over the course of 2017. This is probably due to the increased traffic from Ancestry, introduction of the JEP photographs and growth in awareness of the online resource.

Archives are also accessed through our programme of talks and tours and in 2017 we continued our popular ‘What’s Your Street’s Story?’ programme. In 2017 the programme included 12 talks given at the Archive and also 4 talks in local pubs; The Seymour, The Old Court House, The Vic in the Valley and the White Horse. These talks allowed us to take the ‘What’s Your Street’s Story?’ programme out to the local community.

In 2017 we also opened up our talks programme to an online audience giving a live webinar to the Australian Society of Genealogist at 9am Jersey time, 8pm Sydney time.

Ultimately the deep personal connection that individuals feel when accessing the rich archival material that we hold at Jersey Archive is extremely significant. The following comments from users of the archive, either in person, through talks and tours or online show the importance of their connections to our Island’s story.

‘By the way, the webinar was EXCELLENT!, and I look forward to finding out lots about my Jersey forebears, Australia’

‘It was a fascinating visit and you certainly convinced us that archives are not just old paper but all human life is there.’

‘Absolutely fantastic team of Archivists – it blew my mind tracing my family tree – thanks for everything.’

‘So many questions answered with such professionalism, thank you for your help giving me a major part of my jigsaw.’

‘Very helpful staff – probably the most helpful of any archive I have visited in the last 30 years!’

‘So pleased to see such good care being taken of history.’



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 2017.

In 2017 the Panel met on 5 occasions, including a joint meeting with the Jersey Heritage Trustees. The Panel discussed the Jersey Archive strongroom project, staffing and funding for Jersey Archive, Public Institutions covered under the law, the cultural strategy, the IJCI archive, GDPR and implications for Jersey Archive and closed records to be opened in 2018. They also received a presentation from the States of Jersey Information Management team, looking at their road map and plans for records management in the States of Jersey.

In their advisory role the Panel corresponded with the Chief Executive of the States of Jersey recommending an internal audit of records management within the States. The Panel also wrote a letter to the Assistant Minister – Culture in support of the business case for additional funding prepared by the Archivist. Panel members also participated in the consultation for the Cultural Strategy.

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



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

In November 2017 the Archive completed an interim assessment return to ensure that the service still met the Archive Accreditation Standard. 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.'

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Public Records transferred in 2017

Public Institution	Description	Accession Number	Accession Date
Bailiff's Chambers	Bailiff's Chambers additional deposit: British War Vessels Photographic Album, 1892	JA/3165	04/08/2017
Chief Minister's Department	Chief Minister's Department additional deposit: Photographs of 'Blue Sky Thinking' banners, 2004	JA/3063	25/01/2017
Chief Minister's Department	Chief Minister's Department additional deposit	JA/3213	12/12/2017
Commonwealth Parliamentary Association	Commonwealth Parliamentary Association additional deposit of Jersey Branch Newsletter, April 2017	JA/3104	21/04/2017
Comptroller and Auditor General	Comptroller and Auditor General's Office additional deposit	JA/3214	12/12/2017
Customs and Immigration Service	Customs and Immigration Service additional deposit. Includes Royal Court case files relating to named individuals, 2011-2016.	JA/3130	08/06/2017
Department of the Environment	Department of the Environment, Business Operations section digital transfer. Includes: Minister's weekly meetings, 2011.	JA/3067	01/02/2017

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Public Institution	Description	Accession Number	Accession Date
Department of the Environment	Department of the Environment, Rural Economy section additional deposit. Includes: potato marketing 1999-2004; minutes of agricultural loans committee/advisory board 1968-1990; agricultural statistics c1938-1971; agriculture and fisheries agendas 1998.	JA/3129	07/06/2017
Department of the Environment	Department of the Environment digital transfer. Includes building Bye-law and Technical Guidance Documents, 2000-2016	JA/3131	09/06/2017
Department of the Environment	Department of the Environment additional deposit (digital transfer). Includes: Historical maps, sketches and aerial views of Jersey, 1993-2008; Images of island bus stops, 1999; Images of the Parish of Trinity, 1985-2005.	JA/3145	28/06/2017
Department of the Environment	Department of the Environment additional deposit. Includes: material relating to digital mapping, 1985-2008	JA/3181	18/09/2017
Department of the Environment	Department of the Environment, Environmental Protection section deposit. Includes: Water Resources reports, assessments and investigations, 1985-2013.	JA/3186	29/09/2017
Department of the Environment	Department of the Environment additional deposit. Includes: Agendas of Planning Application Committee meetings, 2016	JA/3193	17/10/2017
Education Department	Jersey Youth Service additional deposit. Includes: posters, reports, reviews, newsletters, photographs, 'on two wheels' material and other items, 2004-2014.	JA/3077	21/02/2017
Education Department	Education Department Additional Deposit of Directorate Files. Includes: testing, examinations, business plans, annual reports and other records, 1994-2011	JA/3194	19/10/2017
Education Sport and Culture Department	Education Sport and Culture additional deposit. Includes contents of time capsule from d'Hautrée School, c1987.	JA/3135	13/06/2017

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Public Institution	Description	Accession Number	Accession Date
Employment and Social Security Department	Social Security additional deposit of policy documents, 1968-2010.	JA/3113	11/05/2017
Employment and Social Security Department	Social Security additional deposit of Governance files. Includes Health Service Disciplinary Tribunal correspondence, 1967-1993.	JA/3120	24/05/2017
Health and Social Services Department	Health and Social Services, Independent Safeguarding and Standards c/o Quality Assurance & Governance Service, digital transfer.	JA/3068	10/02/2017
Health and Social Services Department	Health and Social Services additional deposit of three photographic prints found at St Saviour's Hospital, including images of drag hunt at Acrewood near Georgetown, a frozen watermill, and a harbour.	JA/3112	28/03/2017
Health and Social Services Department	Health and Social Services additional deposit. Includes admission registers from Overdale Hospital, 1969-1984	JA/3150	19/07/2017
Independent Jersey Care Inquiry	Report of the Independent Jersey Care Inquiry, 2017	JA/3144	03/07/2017
Information Services	Three States of Jersey 'Information Matters' posters on the subject of managing email, 2015	JA/3060	12/01/2017
Jersey Heritage	Jersey Heritage additional deposit. Includes photographs of the Occupation Tapestry being worked on and a film of Ronez Quarry on DVD-R.	JA/3092	24/03/2017
Jersey Heritage	Jersey Heritage additional deposit. Includes: 1,000 faces film project consent forms, 2013 - 2014; Jersey Heritage leaflets, membership brochures, volunteers newsletters etc. c.2010 - 2016; German Occupation Source Pack, 2017; Jersey Archive WYSS promotion 2010 - 2016; Jersey Archive - Readers Registers 2009 - 2014; Moments in Time Volume 8; Citibank Project File, 2000; Jersey Heritage Reviews and Heritage Magazine 2004 - 2011.	JA/3108	21/04/2017

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Public Institution	Description	Accession Number	Accession Date
Jersey Heritage	Jersey Heritage Additional Deposit. Includes framed awards and certificates given to the organisation, 1990s-2000s.	JA/3111	04/05/2017
Jersey Heritage	Jersey Heritage community learning team transfer of research material on 1980s Jersey for the 'Bergerac's Jersey' exhibition at Jersey Museum, 2017	JA/3128	02/06/2017
Jersey Heritage	Jersey Heritage additional deposit. Includes board papers 2006 - January 2011.	JA/3139	22/06/2017
Jersey Heritage	Funeral service card of David Gainsborough Roberts, 2017	JA/3151	20/07/2017
Jersey Heritage	DVDs of film presentations shown at the Jersey Museum: "Our Island" and "Voices of the Great War"	JA/3159	04/08/2017
Jersey Heritage	Jersey Heritage additional deposit. Includes La Hougue Bie diaries 1979-1984 and visitors'/ comments books 1979-2009 (not inclusive).	JA/3190	12/10/2017
Jersey Heritage	Jersey Heritage additional deposit. Includes material from the 'Faces of the Great War' project, 2014.	JA/3197	27/10/2017
Jersey Library	Jersey Library additional deposit. Includes: action plan, annual report, management team minutes, marketing material, press releases, publications and brochures. 2015-2016	JA/3107	28/04/2017
Judicial Greffe	Judicial Greffe additional deposit. Includes: Public Registry contracts covering October 2015 - June 2016.	JA/3075	20/02/2017
Law Officers' Department	Law Officers' Department additional deposit. Includes: files relating to estates & trusts 1980s-1990s; criminal prosecution files relating to named individuals 1949-2004.	JA/3143	30/06/2017
Le Rocquier School	Le Rocquier School records, includes admission registers 1975-1990, yearbooks, photographs and other records	JA/3180	20/09/2017

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Public Institution	Description	Accession Number	Accession Date
Magistrates Court	Judicial Greffe additional deposit of Magistrates' Court records. Includes: Petty Debts Court claim summaries August 2002-October 2004.	JA/3170	24/08/2017
Magistrate's Court	Judicial Greffe additional deposit of Magistrates' Court records. Includes: Petty Debts Court claim summaries, February 2001- July 2002.	JA/3091	23/03/2017
Parish of St Brelade	Parish of St Brelade additional deposit of Electoral Registers for districts 1 and 2, September 2017	JA/3184	29/09/2017
Parish of St Martin	Parish of St Martin additional deposit. Include plans of: proposed extension to Public Hall, 1954; St Catherine's environmental improvement plan, not dated; Haut de la Garenne housing plan, 1991; "Amy site" basic plans, 1965; Les Viviers Aquarium plans at St Catherine, 1993; Le Taillis - licensed premises and St Martin FC football pitch, 1952; Village development plans (Gorey and Rue de la Haye), 1970.	JA/3098	07/04/2017
Parish of St Martin	Parish of St Martin additional deposit. Includes: Comice Agricole (agricultural show) records, 1894-1961; Honorary Police minutes, 1939-1964; transcription of apperiment du Fief du Roi, 1701-1704; 3 mounted photographs.	JA/3121	25/05/2017
Rouge Bouillon School	Rouge Bouillon School additional deposit of a scrapbook, 1991-1996	JA/3125	02/06/2017
Rouge Bouillon School	Rouge Bouillon School additional deposit. Includes: Photographs, internal school documents/policies, press cuttings, school diaries, Governing Body and management records, Ace of Clubs records, and other records. c1984-2016.	JA/3183	25/09/2017
Social Security Department	Social Security Department, Health and Safety at work Inspectorate additional deposit. Includes: Prosecution files, 2006-2010; Investigation files, 2009.	JA/3132	09/06/2017

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Public Institution	Description	Accession Number	Accession Date
Social Security Department	Social Security Department, Governance section additional deposit (digital transfer). Includes: Appeal Tribunal Archive. 108 Tribunal case papers, 1993-2013	JA/3146	07/07/2017
Social Security Department	Social Security Department additional deposit (digital transfer). Includes: Acceptable Customer Behaviour Report and LTC general information booklet, 2016.	JA/3153	20/07/2017
Social Security Department	Social Security Department additional deposit of policy documents 1971-2008.	JA/3199	31/10/2017
St Clement's School	St Clement's School additional deposit. Includes: admission register 04/09/1997-04/09/2012; planning & project meetings, May 2006-Oct 2008; Primary heads meetings minutes & agendas; Mar 2011-May 2014; 2015 Year 6 yearbook; 100th anniversary celebration video.	JA/3185	28/09/2017
St John's School	St John's School additional deposit. Includes: redevelopment project files, 1997; PTA minutes, 1986-2005; PTA accounts 1992-2004; photographs, school diaries and scrap books, 2002-2014; log books, 1992-2006; historical photos and news-cuttings.	JA/3072	17/02/2017
States Greffe	States Greffe additional deposit. Includes scanned copies of Projets covering 1973-1984.	JA/3099	07/04/2017
States Greffe	Independent Jersey Care Inquiry archive material	JA/3205	17/11/2017
States of Jersey Police	JMAPPA (Jersey Multi-Agency Public Protection Arrangements) Meeting profiles relating to named individuals, boxes 004 and 005.	JA/3062	16/01/2017
States of Jersey Police	States of Jersey Police additional deposit. Includes: criminal records 1960s-1980s, crime register 1989-1990, medical fraud case 2001, police standard entrance test file 1974-1985.	JA/3093	27/03/2017

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Public Institution	Description	Accession Number	Accession Date
States of Jersey Statistics Unit	States of Jersey Statistics Unit additional deposit. Includes PDF files of: Statistic User Group meeting minutes Jan 2011- Dec 2016; code of practice; household spending survey leaflet; 2011 census posters and leaflet.	JA/3103	21/04/2017
Treasury and Resources	Treasury and Resources Department additional deposit. Includes published financial reports and accounts of the States of Jersey for 2016	JA/3136	15/06/2017
Visit Jersey	Visit Jersey additional deposit. Includes B-Roll film footage in digital betacam (both small and large cassettes) and DVD formats, also includes some VHS and film, c2008-2013	JA/3198	27/10/2017

APPENDIX B

Key Performance Indicators

Indicator	2016 Result	2017 Forecast	2017 Result	2018 Forecast	
Number of new collections accessioned	195	175	159	100	Reduced space at Jersey Archive will mean that large collections cannot be accepted until the extension is complete.
Cubic measurement of new collections accessioned	31 cubic metres	30 cubic metres	14.5 cubic metres	28 cubic metres	Formal accessioning of 21.6 cubic metres of records from Children's Services currently held at Jersey Archive occurred in January 2018.
Time until Jersey Archive is full	1.3 ys	0.5ys	9 months	Archive full	
Newly catalogued records available online	23,380 (294,336 total)	25,000 (319,336 total)	31,465 (325,800 total)	13,300 (339,100)	Funding from Jersey Heritage and Patrons for staff and volunteers to work on JEP photographic archive in 2017. JEP staff reduced for 2018 with funding running out in August 2018.
Number of retention schedules in place	191	191	194	194	Majority of Public Institutions now have retention schedules in place so the 5 year review process is the focus of work. 3 additional schedules agreed in 2017.

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Indicator	2016 Result	2017 Forecast	2017 Result	2018 Forecast	
Number of retention schedules reviewed	13	6	24	20	2017 result includes complete review of all Andium Homes retention schedules. 9 schedules are due for review in 2018 but due to GDPR and update legislation more reviews are being requested.
Public Access to Jersey Archive – days open per year	162	161	161	163	Scheduled opening
In person visits to Jersey Archive	2,901	2,900	3,087	3,000	In person visits to the Archive have declined slightly with the growth of online use.
Online catalogue visits	116,933	130,000	190,694	200,000	Predicted continued increase in online use
Distance enquiries	3,900	4,000	4,022	4,100	Predicted continued increase in distance enquiries
Attendance at Archive talks	1,310	1,000	1,278	1,400	Family History Festival planned for 2018 with 3 days of talks and tours.

APPENDIX C

Archive Funding

Jersey Heritage receives an annual grant from the States of Jersey to run a wide of 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	2017 Budget
Building Maintenance – Jersey Archive	£31,440
Conservation, Preservation and Packaging Materials	£23,740
Disaster Planning	£1,100
Documentation and online development	£11,500
Environmental Costs – Jersey Archive	£4,276
Gardening and Cleaning	£6,108
Heat, Light and Water	£24,262
Interpretation, Public Services and Support Costs	£9,000
Marketing	£2,750
Permanent Staff – 8.1 FTE including social security, pension, holiday costs etc.	£418,289
Security	£2,151
Sponsored Events	£3,500
Total	£538,116

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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