

Jersey Archive Charging Policy

08/01/2008

Authority of the Jersey Archive

On 16 March 1982, the States of Jersey adopted a Law granting an Act of Incorporation to the Jersey Heritage Trust. The law received Royal Sanction on 18 May 1983 and was registered in the Royal Court on 3 June 1983 (L.7/83). A new Constitution for Jersey Heritage was approved by the States of Jersey on 25 May 1999. The responsibility for Jersey Heritage was formerly transferred from the Finance and Economics Committee to the Department of Education Sport and Culture on 18 June 2003.

On 27 October 1992, the States of Jersey unanimously approved the proposition of the Policy and Resources Committee, P99/92, that an archives service for Jersey should be established by Jersey Heritage.

Public Records legislation was enacted by the States of Jersey on 10 September 2002 and became law on 1 August 2003 appointing Jersey Heritage as custodian of public records

Article 27(5) of the Public Records Law allows for free access by the public to records at the Jersey Archive:

‘ The Jersey Heritage Trust shall not make any charge for making any record or any part of a record available for public access if the access is given simply by allowing a visitor to the premises where the records is kept to examine, or examine and make notes from, the record.’

Basic Principle

The publicly-funded Jersey Archive will provide basic public access to records under its control without levying any access fees or charges. Basic public access includes such services as access to finding aids, the issue of reader tickets, record identification and retrieval and basic reference services.

General Principles

Public Records

- Jersey Heritage will allow free access in person to public records transferred to the Jersey Archive whilst ensuring that additional services carried out by members of staff at the Archive are charged at a fair rate.
- Jersey Heritage is the custodian of public records transferred by States Official Bodies to the Jersey Archive. These records are produced as part of the business of Government and as such form the written and oral cultural heritage of the Island.
- Jersey Heritage recognises that Members of the Public have statutory and legal rights to see certain records stored at the Jersey Archive free of charge e.g. records from the Public Registry.

- Jersey Heritage recognises the importance to the public of the accountability of government. Free access to public records is vital in establishing this accountability.
- Jersey Heritage recognises that public records have been produced as part of the business of Government the cost of producing the records has already been met by the tax payer and therefore tax payers should not be charged for simply accessing the records during the opening hours of the Jersey Archive.
- Jersey Heritage recognises that public records are often the only evidence of past actions and that access to them must be equitable and available to all, not just those who can afford to pay.
- Jersey Heritage recognises that for many individuals the Archive forms an important part of their community life and leisure time.
- Jersey Heritage recognises that no other local information providers; Jersey Library, Société Jersiaise or the Channel Islands Family History Society charge for access to information.

Private Records

- Approximately 20% of the archival collections of Jersey Heritage are private records which are either deposited or donated by Businesses, individuals or societies.
- Under the Terms Governing Gifts and Bequests of Archives To, and Deposits with, the Jersey Heritage Trust article 20 'Archives are available for personal consultation by the public free of charge'.
- Jersey Heritage will undertake to provide free basic public access to the private records under its control as specified in the Terms of Deposit.

Current Areas for Charging

Jersey Heritage currently makes fair charges for the following services provided by the staff at the Jersey Archive:

- Research for members of the public
- Photocopies ordered in person
- Photocopies ordered remotely
- Photocopies of large items, e.g. maps/plans
- Certified copies of documents
- Baptism Certificates
- Digital Image Prints and Electronic Files
- Digital Camera Usage
- Research/photocopies for legal firms
- Copies from the film archive
- Copies from the sound archive



- Still image publication
- Moving image publication
- Records Management storage

Please see Jersey Archive – Table of fees for more information.
Agreed by JH Board 7/02/2008