

## 2010 Annual Report on the work of Jersey Heritage and the Archivist under the Public Records (Jersey) Law 2002.

### Introduction

2010 has proved to be a very successful year for Jersey Archive. The service reached the highest 4\* standard in The National Archive's assessment programme for the first time with scores of over 80% in preservation, conservation and for the Jersey Archive building. When compared with similar services in the UK Jersey Archive scores 15% higher than the average.

The Archive has had considerable success in collecting new records in 2010 with over 100% more items transferred than in 2009. This success reflects the progress made under the Law with retention scheduling and increased contact with public institutions throughout the year. The increase in collecting underpins one of the most important principles of the Law – that archival items of unique cultural value to Jersey are safely stored and cared for in the correct conditions.

### National Standards

In August 2010 the Jersey Archive submitted an annual return to The National Archive self-assessment performance programme which was established in 2007. The programme assesses each archive against The National Archive Standard for Records Repositories with the intention of providing a 'measure of overall service quality.' The results of the self-assessment allow archive services and their stakeholders to make year on year comparisons and also to compare their level of service with other archives in the UK. The results for Jersey Archive were as follows.

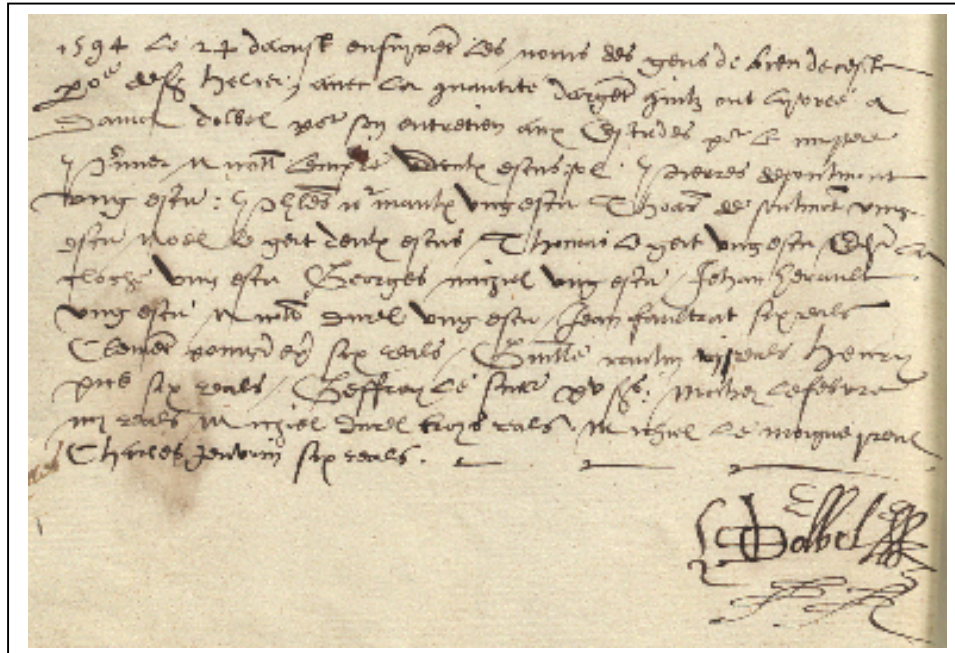
Section	Score for your service (star rating)	Average score in your region	Average score of comparable authorities	Average score in the UK
Governance	78.0% (3*)	72.5%	58.5%	67.0%
Documentation	79.5% (3*)	69.0%	61.5%	65.0%
Access	58.5% (2*)	64.5%	54.0%	64.0%
Preservation	84.0% (3*)	76.0%	65.5%	70.0%
Buildings Security & Environment	86.0% (3*)	75.5%	64.0%	69.5%
Overall	74.5% (4*)	70.5%	59.5%	66.5%

In 2010 Jersey Archive was rated a 4 star service for the first time. This is the highest rating awarded to services under the scheme.

### Archival Public Records

In 2010, 67 new collections from official bodies were transferred to the Jersey Archive under the Law. These collections contained over 15,000 individual items – over 100% more items than the 6,500 transferred in 2009. All new collections have been fully accessioned, assessed by the Archive Conservator and placed in the strongrooms at the Jersey Archive to await cataloguing.

Collections transferred in 2010 include several records from the Parish of St Helier including Surveillants accounts from the 16<sup>th</sup> Century, Acts of the Parish Assembly from 1773 and accounts of welfare in the Parish from the 18<sup>th</sup> Century.



Extract from Parish of St Helier records, 24 August 1594

In 2010 29 cubic meters of records were transferred to the archive. If transfers continue at this rate the Jersey Archive repository will be full by 2018. The amount of cubic meters transferred has risen in 2010 from the 25 cubic meters transferred in 2009. The Archivist expects that a slight fall in cubic meters transferred should take place over time as many institutions have now deposited their older records and many future transfers will be made in a digital format. Space in the Jersey Archive repositories will continue to be monitored on an annual basis.

Please see appendix A for a full list of public records accessioned in 2010.

### Cataloguing

The Jersey Archive currently holds over 300,000 public records, 65% of which are fully catalogued and accessible for members of the public to research. The remaining 35% are waiting to be catalogued before they can be made available to the public. With current staffing levels this represents a 25.3 year cataloguing backlog, an increase of 3.4 years on the backlog of 2009.

In 2010 6,436 items were catalogued by staff and 18,600 new items (both public and private records) were accessioned. These statistics show that with current staff levels the cataloguing backlog will continue to grow on an annual basis.

Public records currently held at the Jersey Archive are kept in an environmentally controlled secure strongroom which is monitored for temperature and humidity by the Conservator on a daily basis.

In 2010 the Conservator spent 353 hours ensuring that all public records arriving at the archive were cleaned and repackaged. The Conservator is also responsible for a programme of conservation of badly damaged items. In 2010 25 items were fully conserved using an external firm. The archive currently holds 489 items in an unusable condition that are in need of active conservation work and are currently unavailable to members of the public.



General Don letter book before and after treatment.

Each year the Jersey Archive completes a stock take to ensure that public records are located correctly in the strongrooms and that none have been misplaced during the year. In 2010 approximately 50,000 records were checked in stock taking week and were found to be in their correct locations.

### **Public Access to Records**

In 2010 the Jersey Archive was open to the public on 162 days of the year and 3,290 readers made use of the facilities. The Archive also provides access to public records through its online catalogue and enquiries service. In 2010 staff answered 1,659 written enquiries by letter or e-mail – an increase of 30% on enquiries in 2009. The catalogue received a total of 143,370 visits with over 16,500 visitors searching the archives for over 20 minutes.

The Jersey Archive resources are used by States Departments, States Members, law firms, construction professionals and by members of the public worldwide. In 2010 enquiries and research visits to the Archive covered areas such as; probate, family history, the German Occupation, the Jersey militia, maritime history, sea defences, house history and property searches, transport, the history of the States, legal history, Harry Vardon, the First World War, Jersey royal potatoes, architecture, Polish history, the defence of the Island and Jersey independence.

The Archive's sponsored Saturday morning opening programme of talks continued in 2010. The What's Your Street's Story project focused on different areas of the community and encouraged members of the public to learn more about their Island. The programme proved to be extremely popular with nearly three times more people visiting the Archive on open Saturdays than on an average weekday.



What's Your Street's Story Talk, 2010

The need for increased public access to the records at the Jersey Archive has been highlighted in previous annual reports to the States. The findings of the National Archive assessment of 2008 and the Public Services Quality Forum questionnaire to Archive readers in 2009 have both shown that the Archive needs to improve in this area to meet national standards and public expectation.

Access and outreach services are the area in which the Archive scores the lowest in The National Archive self-assessment process with a score of 58.5% in 2010.

### **Closed Records**

Under the Public Records Law any information produced by a public body is closed to public access for 30 years unless it has been previously available, e.g. published reports. The Records Advisory Panel, appointed under the Law, has the ability to approve recommendations from the Archivist for longer closure periods on records of a sensitive nature, e.g. Children's Services or Hospital records.

In 2010 the Archivist reviewed 63 record series that are currently closed to public access for over 30 years. Recommendations on closure periods were discussed with public institutions and approved by the Records Advisory Panel at their quarterly meetings.

In October 2010 the Archivist reviewed 123 files that, after closure periods of 30, 75 and 100 years, were due to be opened to public access in January 2011. After review and consultation with the public bodies that created the records the Archivist recommended

that 116 files be opened to public access on 1 January 2011 and 7 files should be closed for longer periods of time. The additional closures were made under Part 5, Article (a) of the Public Records Law – Unwarranted invasion of the privacy of an individual. The Records Advisory Panel agreed these recommendations on 13 December 2010.

Records opened to the public included witness statements from 1910 of 20 cases that came before the Courts which give valuable evidence of the crimes committed during the year. Crimes include those accused of theft, assault, fraud and breaking and entering. One man is accused of abandoning his wife and five children and leaving them chargeable to the Parish of St Helier. The public can now read about John Tuck who was sentenced to 15 days hard labour for being found in possession of an illegal quantity of fruit and vegetables at 6am in Ingouville Place and Jacques Marie Ollivier who was fined £1 or sentenced to 8 days hard labour for driving a horse attached to a van whilst under the influence of alcohol.

### **Freedom of Information**

The Archivist attended meetings concerning draft Freedom of Information legislation with officers and members of the Privileges and Procedures Committee (PPC) throughout 2010. The link between the proposed Freedom of Information Legislation and the Public Records Law is key. For Freedom of Information Legislation to succeed the principles of records management enshrined in the Public Records Law should already be place. Freedom of Information requests are easier to deal with if a public institution knows where to find the relevant information – organising information correctly is an underpinning principle of records management.

Previous annual reports to the States have highlighted the need for additional staff at Jersey Archive to support the full implementation of a records management programme for the States as required by Public Records legislation. A fully implemented records management programme is essential for public institutions to be able to meet the requirements of Freedom of Information. The Archivist has identified that one additional records management post at Jersey Archive would significantly increase the support that the service can offer public institutions in this area.

Jersey Heritage currently holds over 250,000 public records at Jersey Archive. Many of these records do not currently fall under the Freedom of Information Code as they date from pre-2000. Once legislation is enacted Jersey Heritage will have to ensure that public records in the care of Jersey Archive are catalogued, screened for exemptions and made accessible to members of the public. The Archivist has identified that one additional permanent cataloguing post and a short term cataloguing resource for the period of implementation would ensure that pre-2000 public records were catalogued.

The Freedom of Information law will place additional pressure on resources at the Archive as staff respond to enquiries. Whilst responding to enquiries that relate to catalogued material will be a relatively straight forward task, responding to enquiries that concern uncatalogued material may mean searching through a number of boxes. Without further resources the staff time spent on enquiries will mean that the backlog will rise leading to more time being spent searching uncatalogued records.

### **Records Management**

In 2010 the Archivist has continued to work with States administrations to ensure that retention schedules are put in place and signed off under the Law. The retention schedules list all records produced by a department and give recommendations for retention of records and eventual disposal either by confidential shredding or to the Jersey Archive.

In 2010 the Archivist appraised over 2,000 files and 6 retention schedules were put in place. 24 schedules have now been put in place for public institutions over the past three years.

The Archivist is a member of the States of Jersey Records Management Working Group and contributed to an external report into States of Jersey Records Management completed by Socitm in 2010.

### **Records Advisory Panel**

The Records Advisory Panel met on four occasions in 2009. The Archivist wishes to thank the members of the Records Advisory Panel and the staff at Jersey Heritage for their support in 2010.

### **Children's Care Home Inquiry**

In May 2008 the Archivist was asked by the Chief Minister's Department to prepare a paper outlining additional resources required to secure historic information for a potential Committee of Inquiry into Children's Care Homes. In September 2008 the request for additional resources went before the States of Jersey and a Service Level Agreement was signed in December. Under the agreement Jersey Heritage undertook to appraise, catalogue and index records from key departments over a two year period. A member of staff was appointed to assist with this work on a two year fixed term contract.

In December 2010 the project was completed and a full report has been submitted to the States Greffier under the Service Level Agreement. As a result of this project over 8,000 files were appraised and transferred to the Jersey Archive for secure storage. Staff at the Jersey Archive continue to assist the States of Jersey Police and Children's Services with enquiries.

### **2011**

In 2011 the Archivist plans to continue to work with States Administrations to produce signed off retention schedules. At current staffing levels the Archivist aims to produce 3 signed off schedules by the end of the year. The Archivist will continue to support the work of the States of Jersey Records Management working group and to be a member of the steering group for the implementation of Freedom of Information legislation.

The Archivist will continue to work with Education, Sport and Culture to address the need for greater staffing resources to enable Jersey Heritage to carry out its functions under the Public Records Law and to meet The National Archives Standard for Records Repositories.

## **Conclusion**

It is important to recognise that the challenges the Archive faces in the cataloguing backlog, records management implementation, public access and impending Freedom of Information legislation can be solved with a relatively small number of additional resources.

The Children's Care Home Inquiry project has shown that with an additional full time member of staff the Archive service can provide significant records management support, appraisal and advice to the States of Jersey. This project was extremely successful and resulted in the appraisal and transfer of over 8,000 files. This level of records management support for public institutions could be continued with a permanent full time records manager.

The current 25.3 year projected backlog would be significantly reduced with one additional permanent full time cataloguing post. With this additional post in place the projected backlog would be reduced to 10.8 years. Whilst the backlog currently grows each year (3.4 years in 2010), with one additional post it would start to reduce by 0.4 years each year.

The additional 3.5 FTE posts recommended by Dr Norman James of The National Archive's report of 2008 would mean that the Archive could build on the current success of the service and fully meet its obligations under the Law.

Dr James' conclusion to the 2008 report that 'The Trust is conducting archival operations efficiently, but there is a growing gap between the responsibilities imposed on the service and its ability to meet them within the current financial settlement.' is still true at the end of 2010. Freedom of Information legislation will only increase the legal obligations placed on Jersey Archive.

However, despite a recognised lack of resources the Jersey Archive has achieved the highest star rating in The National Archive assessment of 2010. The Jersey Archive scores over 15% higher than comparable services in the UK and continues to provide a high quality service for the preservation of and access to Jersey's unique written cultural heritage.

Linda Romeril  
Head of Archives and Collections  
Jersey Heritage  
14 March 2011

## Appendix A

### List of Public Records transferred to Jersey Archive in 2010

Public Institution	Accession Number	Accession Description
Air Traffic Control Office	JA/1684	Records of the Air Traffic Control Office, includes; dairies, watch log books and movement details, c 1937-2009
Children's Service	JA/1665	Brig-y-Don Collection additional deposit, includes; pre-school registration documents, correspondence, history, brochures, plans and photographs, c 1940-2009
Commonwealth Parliamentary Association	JA/1678	Commonwealth Parliamentary Association, Jersey Branch newsletter, 2010
Economic Development Department	JA/1829	Jersey Tourism additional deposit, includes holiday accommodation files, c 1950s-2000s
Education Sport and Culture Department	JA/1753	Education Department additional deposit, includes; various Directorate files and publications of ESC strategic initiatives. business plans, reports, ICT strategy and exam results, c 1993-2004
Education Sport and Culture Department	JA/1688	Education Department additional deposit, includes; policy files, reports, minutes, correspondence, strategy documents, visits for school parties, Summer Play Scheme Documentation and Report, c 1979-2001
Education Sport and Culture Department	JA/1720	Files relating to grants and the Howard Leopold Davis Scholarship Trust, including; minutes, correspondence, recommendations and assessments, c 1962-1998
Education Sport and Culture Department	JA/1696	Education Department additional deposit, includes; policy files, reports, minutes, correspondence, strategy documents, statistics, bequests, A Level results, scholarships, curriculum development and Highlands College drawings, c 1947-1993
Education Sport and Culture Department	JA/1734	Education Department additional deposit, includes; various Directorate files of minutes, reports, correspondence and photographs, c 1979-2003
Education Sport and Culture Department	JA/1779	Education Department additional deposit, includes; policies, reports, reviews, publications, minutes, Jersey subject files and ESC teaching materials, c 1993-2009
Education Sport and Culture Department	JA/1780	Education Department additional deposit, includes; files from the Directorate relating to programmes, policies, organisations, business plans and scholarships, c 1981-2009
Education Sport	JA/1791	Education Department additional deposit, includes;

and Culture Department		files from the Finance Department regarding procedures, statements, staffing, statistics and the Kathy Bull Report, c 1975-2004
Education Sport and Culture Department	JA/1758	Education Department additional deposit, includes; Youth Service records of minutes, reports, plans, news cuttings and leaflets, c 1970s-2009
Education Sport and Culture Department	JA/1682	Education Department additional deposit, includes; minutes, reports, press cuttings and correspondence, c 1912-2006
Employment and Social Security Department	JA/1795	Social Security Collection, includes; details of payment of retired armed forces personnel medical expenses, Festival of Remembrance programmes, soldier's release book and Red Cross messages, c 1943-1985
Employment and Social Security Department	JA/1842	Employment and Social Security additional deposit, includes; client files from the first Jersey insurance scheme of 1935, c 1935-2005
First Tower School	JA/1735	First Tower School Collection, includes; admission registers and development plans, c 1903-2007
Haute Vallée School	JA/1836	School records from St Helier Boys' School and d'Hautree School, includes; visitor books, punishment books and school log book, c 1952-1995
Health and Social Services Department	JA/1723	Jersey General Hospital additional deposit, includes; ward registers, nursing registers, Drugs and Therapeutics Committee, Maternity Hospital Management Committee, treatment books, visitor books and matron's reports to the Public Health Committee, c 1867-2007
HM Prison, La Moye	JA/1757	HM Prison, Jersey additional deposit, includes; prisoner registers, c 1973-1987
Housing Department	JA/1717	Housing Department additional deposit, includes; business plan and tenants handbook, c 2010
Information Services	JA/1683	Information Services additional deposit, includes; project files, reports and general filing, c 1983-2004
Jersey Heritage	JA/1749	Two small ships registers for the Fiona, c 2003-2010
Jersey Heritage	JA/1817	Jersey Heritage additional deposit, includes; cds of the gilding of the George II statue, c 2010
Jersey Heritage	JA/1679	Jersey Heritage additional deposit, includes; minutes of Jersey Heritage Trust Board, 1991-1998 and Jersey Museum Trading Company Limited, 1991-1998
Jersey Heritage	JA/1807	Jersey Heritage additional deposit, includes; quarterly reports, Board papers and correspondence, c 1992-2002
Jersey Heritage	JA/1710	Jersey Heritage additional deposit, includes; plans of Augrès Chapel, c 1976-1985
Jersey Heritage	JA/1766	Jersey Heritage additional deposit, includes; papers and posters from the Design Department, c 1990s-2000s



Parish of St Mary Registrar	JA/1839	Parish of St Mary Registrar records, includes; birth and death registers, c 1842-1926
Parish of St Ouen	JA/1676	Parish of St Ouen additional deposit, includes; records of the St Ouen's Ex-Servicemen Association and St Ouen's Agricultural Society, c 1871-2003
Parish of St Peter	JA/1672	Parish of St Peter additional deposit, includes; minutes, accounts, rates, roads, licences, honorary police, contracts and correspondence, c 1764-2008
Parish of St Peter Registrar	JA/1844	St Peter's Registrar Collection additional deposit, includes; correspondence and still-born registers, c 1842-1957
Parish of St Peter Registrar	JA/1725	St Peter Registrar's Collection, includes; birth, marriage and death registers, c 1866-2001
Parish of St Saviour Registrar	JA/1841	Parish of St Saviour Registrar records, includes; birth, marriage and death registers, c 1842-2002
Planning and Environment	JA/1744	Planning and Environment Collection additional deposit, includes; general filing, reports, photographs, plans and display boards, c 1950s-2000s
Plat Douet School	JA/1736	Plat Douet School Collection, includes; admission registers, c 1968-1989
Rouge Bouillon School	JA/1737	Rouge Bouillon School Collection, includes; admission registers for Brighton Road Infant School, Val Plaisant Infant School, Vauxhall School, Halkett Place School, Jersey National Infant School, St Paul's National School and New Street School, c 1865-1982
Rural Economy	JA/1677	Rural Economy additional deposit, includes; Weighbridge summary book, news cuttings, statistics and accounts, c 1926-2003
St Martin's School	JA/1703	St Martin's School additional deposit, includes; photographs, PTA material and reports, c 1938-2000s
States Greffe	JA/1831	States Greffe additional deposit of a tax agreement with China, 2010
States Greffe	JA/1693	States Greffe additional deposit of a tax agreement with Malta, 2010
States Greffe	JA/1669	Minutes of the States of Jersey, 2008
States Greffe	JA/1768	States Greffe additional deposit, includes; projets de loi, c 1960-2008
States Greffe	JA/1787	States Greffe additional deposit of a tax agreement with Portugal, 2010
States Greffe	JA/1847	States Greffe additional deposit of tax agreements with Turkey and the United Mexican States, c 2010
States of Jersey Police	JA/1849	States of Jersey Police additional deposit, includes; copies of scenes of crimes photographs from the Haut de la Garenne enquiry, c 2008
States of Jersey Police	JA/1788	States of Jersey Police Collection, includes; copies of photographs from the Haut de la Garenne enquiry, c 2008

States Treasury	JA/1752	Treasury and Resources Department financial report and accounts, c 2009
States Treasury	JA/1707	States Treasury additional deposit, includes; budget papers, c 1980-2006
Transport and Technical Services	JA/1850	Transport and Technical Services additional deposit of photograph albums of the refurbishment of Haut de la Garenne, c 2003
Transport and Technical Services	JA/1675	Transport and Technical Services Collection additional deposit, includes; records relating to Howard David Park including photographs, plans, wages and decoration book, c 1900s-1988
Victoria College Preparatory School	JA/1770	Victoria College Preparatory School Collection, includes; student lists, teacher lists, photographs and publications, c 1920s-2000s