

JERSEY ARCHIVE

ACQUISITION POLICY

This document should be read in conjunction with our Terms Governing Gifts and Bequests of Archives to, and Deposit with, Jersey Heritage.

Authority of the Jersey Archive

On 16 March 1982, the States of Jersey adopted a Law granting an Act of Incorporation to Jersey Heritage. 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.

Jersey Heritage delegates to the Archives and Collections Director powers to manage the service, to negotiate independently with all owners and transferors of records and to develop and implement policy under Jersey Heritage's direction.

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 and the Archivist as responsible for the selection and preservation of such records.

Objectives

Jersey's heritage and culture is special. The purpose of Jersey Heritage is to care for it, promote wide access to it, act as advocates on its behalf, and bring imagination to telling its stories so that we inspire people to create a better Island for everyone.

Jersey Archive, on behalf of Jersey Heritage, is responsible for the identification, selection, collection, preservation and provision of access to all records judged to be of permanent or historical value in any medium and from any source relating to the Bailiwick of Jersey.

This acquisitions policy will be reviewed every five years.

Terms of Custody

The Jersey Archive will accept records into its custody under the following terms:

1. Official transfer by a public institution (as defined by the Public Records (Jersey) Law 2002) or its successors, whereby Jersey Heritage has custody but not ownership of the records which may be returned to the transferor if required.
2. Deposit for an indefinite period whereby ownership of the records remains with the depositing individuals, corporate body, business, institution or organisation and their heirs and successors and the records may be returned to the depositor provided sufficient notice is given.
3. Gift or bequest of records, whereby ownership is transferred to Jersey Heritage in perpetuity.
4. Purchase by Jersey Heritage, ownership being vested in Jersey Heritage.

In the event of the dissolution of Jersey Heritage all records received by gift, bequest or purchase will pass into the ownership of the States of Jersey.

Before accepting records, the Archives and Collections Director must be satisfied that the transferor or depositor has proper authority or title to transfer the records. In the case of the gift or bequest of records the donor will be asked to transfer intellectual property rights when they are vested in the donor.

General Collection policies

- Records directly relating to Jersey, or to an individual from or closely connected to Jersey, will be considered for inclusion in the collections.
- Records that fall within the geographical collection of another archive institution will not normally be considered.
- Records of a very specialised nature, e.g. records relating to medical research, that would be better housed in an institution which specialises in the collection of that type of material will not normally be considered.
- Records will be considered no matter what medium they are in and will include both digital and analogue material.
- The physical condition of records will not exclude them from consideration.
- The age of records will not exclude them from consideration.
- No records will be accepted that are closed to public access for an indefinite period.
- Advice will always be given of a more appropriate collecting institution for records that fall outside this collecting policy.
- Artefacts associated with the records will be directed to Jersey Heritage's museum collections.

Public Records

Under the Public Records (Jersey) Law 2002 public institutions are required to transfer archival records to Jersey Archive 20 years after they are created. The Law requires that Jersey Heritage produces retention schedules which are agreed by the public institution and which identify records of archival value.

Public institutions have guidelines for transfer and will discuss any access restrictions to records with the Archives and Collections Director on transfer to the Jersey Archive.

Any restrictions to access will be made under the Freedom of Information (Jersey) Law.

Collecting principles – Public Records

Public records will be selected with the primary purpose to record the main policies and actions of the States of Jersey and the Island's public institutions and their interaction with the people, organisations and physical environment of Jersey.

Thus records subject to consideration will be those with the following criteria:

- Records that show Jersey's social development, including demographic, cultural and economic change;
- Records that show Jersey's international relations and in particular the relations between the Island, the UK and Europe
- 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.

See Jersey Archive Appraisal Policy for more information

Collecting principles – Non-Public records

Records other than public records are collected from a wide range of institutions, organisations and individuals including:

- Religious institutions
Records of the Established Church and Ecclesiastical Court and other religious denominations.
- Business records
Records of manufacturing and commercial enterprises, the service industries and legal practices.

- Associations
Records of business, professional, commercial, agricultural, trading and service associations and trade union branches.
- Clubs and societies
Records of local branches of national organisations, leisure and special interest groups.
- Charities
Records of local charities or branches of national charities and charitable bequests and Trusts.
- Private records
Records belonging to private individuals and families that relate directly to Jersey.
- Copies of records
Copies of records relating to Jersey held by another institution or individual.

Contact is maintained with major depositors of accruing collections to ensure that relevant material is transferred to Jersey Archive.

Collecting Principles - Jersey Film Archive

Jersey Heritage accepts film archive material for inclusion in the Jersey Film Archive that is judged to be of permanent or historical value, for its care and preservation and to provide public access to it. The film will fall under the following criteria:

- Film directly relating to Jersey, or to an individual from or closely connected to Jersey, will be considered for inclusion in the collection.
- Film shot in Jersey, whether by Jersey residents or visitors will be considered.
- Film shot of people from Jersey, whether in Jersey or elsewhere will be considered.
- Amateur or professional film will be considered.
- The physical condition of films will not exclude them from consideration. However the Head of Archives may refuse to accept degraded cellulose nitrate film.
- The age of films will not exclude them from consideration.
- No films will be accepted that are closed to public access for an indefinite period.
- Professional movies with no relevance to Jersey will not be considered unless the owner is willing to pay a storage fee. This film will not form part of the Jersey Film Archive, and will not be copied or catalogued by the administrators.
- Film shot by a person from Jersey but with no Jersey content will be directed to an appropriate collecting institution.

- Advice will always be given of a more appropriate collecting institution for films that fall outside this collecting policy.

Collecting Principles - Sound Archive Material

Jersey Heritage accepts sound archive material for inclusion in the collection that is judged to be of permanent or historical value, for its care and preservation and to provide public access to it. The sound recording will fall under the following criteria:

- Sound recordings directly relating to Jersey, or to an individual from or closely connected to Jersey, will be considered for inclusion in the collection.
- Recordings made of people from Jersey, whether in Jersey or elsewhere will be considered.
- Amateur or professional recordings will be considered.
- The physical condition of the recording media will not exclude them from consideration.
- The age of recordings will not exclude them from consideration.
- No recordings will be accepted that are closed to public access for an indefinite period.
- Commercial recordings with no relevance to Jersey will not be considered.
- Recordings made by a person from Jersey but with no Jersey content will be directed to an appropriate collecting institution.
- Advice will always be given of a more appropriate collecting institution for recordings that fall outside this collecting policy.

Approved by Jersey Heritage on 14 June 2000

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