

## **Jersey Archive Charging Policy**

### **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).

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.

### **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 an appropriate 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 appropriate charges for the following services provided by the staff at the Jersey Archive or as part of our online service:

- 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
- Downloading from the online catalogue of images and pdfs produced by archive staff either by pay per view or subscription

The rights of Jersey Heritage to make reasonable charges for copies of public records are set out in the Freedom of Information (Jersey Heritage Trust) (Jersey) Regulations 2014.

Please see Jersey Archive – Table of fees for more information.

Agreed by JH Board 7/02/2008

Revised August 2015, September 2020