

Report on the application of the Public Records (Jersey) Law 2002 for 2003

Introduction of the law

The Law came into force on 1 August 2003. The first months of its application have been spent in making introductions to its articles and getting necessary systems and formalities into place, including the swearing in of the Records Advisory Panel.

The purpose of the law is to ensure the preservation of the island's public records. Its key articles relate to

- the duties, powers and functions of the archivist appointed by Jersey Heritage Trust
- the appointment of a records advisory panel by the Education Sport and Culture Committee as an independent watchdog and advisory body
- provision of access to records
- the duty of public institutions to create, keep and manage records
- the appointment of a public records officer by public institutions to work with the archivist.

To introduce the law to the departments and other public institutions in the island, all chief officers were invited to an introductory presentation in September. At the same time all departmental data protection officers were informed of this opportunity; they were encouraged to ensure their chief officer acted on the invitation. Many chief officers attended the presentation, often accompanied by the officer appointed as public record officer within the department.

Some departments have well-established links with the archive service; others do not. Some have invited the archivist to address their committee/management team directly. The Chief Executive of Policy and Resources has invited the archivist to address the corporate management board in January 2004 to ensure all chief officers in the executive understand their responsibilities under the law, particularly the requirement to institute good records management practices and appoint a public record officer to work with the archivist.

The archivist addressed the Comité des Connétables in order to introduce them to the law in January 2003. She has also publicised the law to the wider public through the media and specifically to the Channel Islands Family History Society at its October meeting.

Formalities

The archivist

The archivist appointed by the Jersey Heritage Trust was sworn in on 19 December 2003.

Records advisory panel

The five people invited to sit on the panel were formally appointed by the Committee for Education, Sport and Culture in October and sworn in before the Royal Court on 12 December 2003. They are Henry Coutanche, John Kelleher, Derek Maltwood, Ann Perchard and Jack Worrall. The first meeting took place on 16 December.

Communications

Throughout the year the archivist has worked with her colleagues in the Jersey Heritage Trust and the Education Sport and Culture and Computer Services Departments towards the installation of access to the States intranet at Jersey

Archive. The service was delivered on 5 December 2003. It will enable her to communicate with departments directly by email and via the records management site on the intranet.

The archivist has been working with Computer Services Department to ensure the systems required for paper records, including the retention schedules, are both applicable and applied to electronic records.

The archivist has also been working closely with the Data Protection Office. There is common ground in the two laws; working together through departmental data protection officers and public record officers will provide a more efficient service.

Transfers of records

In 2003, there have been 28 accessions from the following departments, 5 since September: They amount to 21.5 cubic meters of records, c.11,184 items.

States Greffe	Judicial Greffe
Tourism	Jersey Telecoms
Parish of Trinity	States Treasury
Health and Social Services	Jersey Airport
Employment and Social Security	Immigration and Nationality
Parish of Grouville	Policy and Resources
Public Services	Jersey Heritage Trust
Planning and Building Services	Bailiff's Chambers

2004

The archivist proposes

- continuing close liaison with project managers of electronic document management programme in Computer Services Department
- establishment of public record officers in all departments by 31 March 2004
- establishment of cycle of meetings of public records officers to ensure application of standard procedures
- updating records management presence on States intranet
- effecting deposit of all archival public records from departments identified for the implementation of the law this year
- establishing records management practices including retention schedules in those same departments.
- preparing a paper proposing a corporate records management centre for paper records

The archivist is very grateful to her staff, particularly Linda Myers and Tim Oldham who work in records management with her, for all the good work undertaken with public records in the past fifteen months. She is also grateful to her colleagues within States Department who have helped her in the initial stages of the application of the Public Records (Jersey) Law 2002, particularly David Greenwood, Diana Booth and Lesley le Bailly in Education, Sport and Culture, Jeremy Harris in Policy and Resources, Emma Martins in the Data Protection Office and Tony Merren, Chris Cann and David Brown in Computer Services Department.

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