

Report on the application of the Public Records (Jersey) Law 2002 for 2004

Introduction

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.

The Public Records Law is an important new statute for the island, designed to ensure the survival of historic States records. This will only happen through good record keeping and management. Records and information management are fundamental to democratic government; established records management practices are the backbone of this, and are required by law. It is vital that the States of Jersey recognise this at a time of significant restructuring and modernisation in government, and realise that by supporting the Jersey Heritage Trust in the implementation of the Public Records Law it is providing a service that is joined up, cost-efficient and simple.

2004

The Archivist identified objectives for the delivery of the Public Records Law in 2004 and achieved greater success in some areas than others:

1 *continuing close liaison with project managers of electronic document management programme in Computer Services Department*

- The roll-out of Livelink, the electronic document management programme purchased by the States, gathered momentum through the year. By the beginning of 2005, both the Jersey Archive and the Department for Education Sport and Culture could access it after many technical difficulties had been overcome. The Livelink project managers have worked closely with the Archivist throughout the year and the recent delivery of the application at Jersey Archive is largely thanks to them and is much appreciated.

2 *the establishment of Public Record Officers (PROs) in all departments by 31 March 2004*

- The Archivist was invited to introduce the law to the Corporate Management Board in January 2004. As a result, some large composite departments have appointed a PRO for each discrete function – Home Affairs has 9 (the Police have 2) and Environment and Planning has 5; others such as Economic Development have only one. Public Services and Policy and Resources Departments have yet to appoint a PRO.

3 *the establishment of cycle of meetings of PROs to ensure application of standard procedures*

- Those PROs appointed met regularly in 2004, both en masse and in smaller groupings.

4 updating the records management presence on States intranet

- The information about records management available on the intranet has been updated to be current

5 effecting deposit of all archival public records from departments identified for the implementation of the law this year

- Archival deposits were received from 21 different departments/public bodies (see Appendix A)

6 establishing records management practices including retention schedules in those same departments

- The Archivist was consulted about records management practices in a number of different departments including parishes, Education, Sport and Culture, Driver and Vehicle Standards, Immigration and Nationality, Customs and Excise, the Police, Environment and Planning.

7 preparing a paper proposing a corporate records management centre for paper records

- The Archivist has begun to map out a paper for a corporate records management centre.

One of the major areas of discussion has been towards the establishment of a corporate taxonomy (a classification scheme or file plan) for the arrangement of files/records/information based on function. This is a major undertaking and the work is on-going. It has relevance for records in any format and its creation is being driven by the application of Livelink in departments, the single website and the call centre.

The Archivist has worked closely with the Data Protection Officer through the year, including holding a joint meeting of PROs and departmental data protection officers. Both the new Data Protection Law and the proposed Freedom of Information Act have good records management at their core. She is confident that close working and communication will ensure efficient, co-ordinated and stream lined delivery of all three acts.

Records Advisory Panel

The Records Advisory Panel met on a quarterly basis in 2004. At its meetings closure periods for mental health records, resources for the Archive and the corporate taxonomy above were discussed. The Archivist is grateful for the support and the very practical advice offered by the Panel in what has been a difficult year for Jersey Archive.

Transfers of records

In 2004, accessions were received from 21 departments (see full list at appendix A). They amount to 25 cubic metres of records, the equivalent to 143 metres of shelves.

Future

Implementation of the law was curtailed in the last two months of 2004 by the reduction in service at Jersey Archive, brought about by a restructuring of the Trust in the face of a funding shortfall in 2005. The Education Sport and Culture committee had reached a funding agreement with the Trust but took the opinion that Records Management is a corporate requirement. They agreed to work with us in seeking funding on a corporate basis.

The changes had unsettling effect at the Archive and managing them has at times been time-consuming and difficult. There are fewer staff to cover all aspects of service delivery which include the deposit of private archives as well as public ones (over 74 private archives deposits were made in 2004 – see Appendix B) and as a result implementation of the law has slowed down dramatically.

2005

In April 2005, the case for joint funding of records management will be made at the Chief Executive's Corporate Management Board. Significant progress with successful implementation of the law in 2005 will be dependent on the decision made at that meeting.

It is vital that the States of Jersey recognise the importance of the law and records management at a time of significant restructuring and modernisation in government, and realise that by supporting the Jersey Heritage Trust in the implementation of the Public Records Law it will provide a service that is joined up, cost-efficient and simple.

Sue Groves
Head of Archives and Collections
Jersey Heritage Trust
March 2005

APPENDIX A

Departments and public institutions which transferred archival public records to Jersey Archive in 2004

Computer Services
Customs and Excise
Environment and Planning
Harbours
Immigration and Nationality
Jersey Airport
Jersey Financial services Commission
Jersey Heritage Trust
Jersey Post
Jersey Telecom
Jersey Water
Judicial Greffe
Law Officers' Department
Office of the Superintendent Registrar
Parish of Grouville
Parish of St John
Parish of Trinity
Schools: Les Landes, Grainville
States Greffe
States of Jersey Treasury

APPENDIX B

Private accessions

A History of Jersey Airways and Channel Silver Wings, 1972

JA/837

**

Channel Islands Occupation Society (Jersey) additional deposit of the journal and papers of W J Le Quesne, newspaper cuttings, signal magazines and blue album no 8 containing; stills from the 1945 Ministry of Information Film titled The Channel Islands, 1940 - 1945, post war evening post and photograph of St Aubin's Harbour from the collection of Arthur A H Downer.

JA/840

**

Catalogue from the last Antique and Modern Sale of Bonhams and Langlois Auctioneers, includes sale prices of lots and signatures of staff, 26/09/2003

JA/842

**

Amy Family Collection additional deposit, includes; letters, cards and photographs, 1900s

JA/843

**

Series of Doctor's diaries, day books, death certificates and prescription books from the surgery of Dr C Mattas, 1920s - 1950s

JA/844

**

Archive Collection of the Prince of Wales Lodge, No 1003, includes; minute books, accounts and registers of members, 1863 - 1999

JA/849

**

Documents relating to air travel and Jersey Airlines, 1950s - 1980s

JA/851

**

Photograph of St Helier's Honorary Police, licence of S E Wilson and Honorary Police Instructions for the Battle of Flowers, 1961 - 1964

JA/853

**

Contracts, correspondence and books concerning the Hamon, Bichard and Lafolley Families, 1618 - 1960

JA/854

**

CDs, LPs and Cassettes of various Jersey Bands includes photographs and posters

JA/855

**

Programme for the Official Opening of Les Quennevais School and photographs of Midbay Stores Tearooms, c.1950s - 1966

JA/858

**

Additional Deposit includes; cash books, contracts and rente books, 1853 - 1946

JA/862

**

Diaries containing research, original documents, photographs and newscuttings compiled by Don Philip Le Brun and Family Photographs, c.1883 - 2002

JA/863

**

Diary of Peter Loftus (Founder of the Jersey Film Society), 1939

JA/865

**

Series of receipts found under plaster work whilst renovating 2, Windsor Road, St Helier, 1860s - 1870s

JA/867

**

Jersey Farmer's Union Annual Reports, 1959 - 1989

JA/870

**

Channel Islands Occupation Society (Jersey) additional deposit; 3 autograph books, 1 sound recording of Franciso Font, 1 propaganda poster, Operation Hardtack Report, ptof GermTower at Westmount and printed volume, 1941 - 2000

JA/869

**

Ledger containing copies of contracts, extracts from the Parish Assembly of St Helier and lists of hangmen, c.18th century

JA/871

**

Photographs, albums and magazine articles belonging to Frank Stone Clements, gardien at La Hougue Bie, 1926 - 1960

JA/872

**

Dr F and Mrs K Le Maistre collection; bulletins and annual reports of the Jersey Society in London, c.1900 - 1970s

JA/873

**

Victor Hugo in Jersey Committee; correspondence, events, promotions and publicity, 2002

JA/874

**

Copybook of Charles Marett containing copies of the Chronique de L'Ile de Jersey, appairement and a poem concerning the Battle of Jersey

JA/878

**

Family tree of the Bihet and Brochard Family

JA/879

**

Additional deposit of posters, photographs, videos, cassettes and 8 inch single

JA/880

**

Additional deposit of posters, photographs and videos, c.1969 - 2004

JA/881

**

Certificates and case register of Caroline Turley, DistriNurse, 1950s - 1970s

JA/886

**

Robin Cox Research Collection, includes; research covering the years 1477 - 1665 and 1940 - 1945, railway diaries, newspaper cuttings, parish research and other subjebased research

JA/887

**

Jersey Eisteddfod Festival Concert Programmes, 1928 - 1948

JA/888

**

Patent Certificate of John Standsbury Le Maistre and Francis John Le Maistre for improved cover for non-returnable potato barrels, 27/07/1935

JA/890

**

Correspondence from Mrs Lewis to Mrs Glossop includes a description of her evacuation from Jersey in 1940

JA/889

**

Contrabetween Philippe Amy and Thomas Hocard, 11/05/1723

JA/893

**

Additional deposit of posters, videos, CD and the Jersey Musician's Directory, c.1980s - 1990s

JA/894

**

Promissory Note, 1847

JA/899

**

8mm Cine Reels, photographs and text of the Overseas Aid Working Party trip to Giathugu, Kenya, 1977

JA/903

**

Additional deposit of the papers of Frank Stone Clements, gardien at La Hougue Bie, 1944 - 1953

JA/904

**

Jersey Scout Association, copies of group registrations, 1920 - 2000

JA/905

**

Photocopy of a series of Christmas Letters in Germtaken from the Germna Feldcommandant post box, 1941

JA/907

**

Series of photographs of coastal views of Jersey belonging to Frederick Reynolds, c.1920s - 1930s

JA/909

**

Contrabetween W English and R Roussel and A Le Couilliard, 1942

JA/911

**

St Catherine's Sailing Club; minutes books, plans, correspondence, membership and newsletters, 1953 - 2000

JA/912

**

Jersey Women's Refuge, contaforms and day books, 1990s

JA/915

**

Soroptimist International of Jersey minutes, 1996 - 2002

JA/916

**

Jersey Eisteddfod Archive, includes; minute books, syllabuses, newscuttings, video and audio cassettes, annual and concert programmes, 1928 - 1999

JA/917

**

Programmes and photographs of the St Marks Players, 1960s

JA/920

**

Portion of a 1906 Calendar

JA/921

**

Jersey Eisteddfod Archive additional deposit, includes; Annual Programmes, 1967 - 1973, 1980 - 1982 and Concert Programmes

JA/923

**

Certificates and Letters of Commendation to John de la Haye relating to his rescue of Allied Airman, January 1944

JA/924

**

Archive of the Royal Army Service Corps, includes photographs and newscuttings

JA/925

**

Correspondence of James Baydon Norris-Scriven, W M Le Brun and Leslie Neale Scriven relating to the Occupation and Liberation of Jersey and papers relating to the Southern Railway, 1940 - 1945

JA/927

**

Programme for Dramatic Soirées at the Oddfellows Hall, Don Street, Jersey, 1898

JA/928

**

Jersey Scout Association additional deposit of material, 1908 - 2003

JA/929

**

Archive Collection of the Glanville Nursing Home, previously the Home for Infirm and Aged Women, includes; minutes books and accounts, 1860s - 1980s

JA/931

**

Research and associated correspondence by C T Le Quesne on Jersey mills and the Le Quesne Family History, C T Le Quesne's memoirs, C T Le Quesne's de Faye story, notebook of Captain Philippe de Faye and notebook of Anne de Faye, 1872 - 2001

JA/932

**

Certificates and awards given to Winifred and John Arthur for dancing, includes photographs of West Park Pavilion, 1920s - 1960s

JA/933

**

Documents relating to John Collins, 1942 - 1947 and photocopies of contracts, 1595 - 1858

JA/934

**

Commission for James Rider, Jersey, 1843

JA/937

**

Photocopy of the Occupation Diary of John Henderson, 1941 - 1945

JA/938

**

Letters of Lieutenant W R Patterson, First Officer on board the HMS Jersey, 1939

JA/945

**

Barnes & Collie Architects, profiles and plans for proje578, Morier House and proje563, Belle Vue, c. 1998 - 2002

JA/947

**

Passport of H J Stanley, 02/09/1846

JA/949

**

Additional Deposit of the Archive Collection of the Prince of Wales Lodge, No 1003, includes; Committee meeting minutes, correspondence, resignations, summons, centenary paperwork, bye-laws and year book, 1959 - 1990

JA/951

**

Papers of Mr G H F Flory, Pharmacist, 1942 - 1980

JA/953

**

Architects drawings of Ladies College (Jersey College for Girls) by Adolphus Curry

JA/952

**

Contracts concerning the Selous and Hamon Families, c.1830s - 1890s

JA/955

**

Additional deposit of posters, videos, CDs and postcards, c.1980s - 1990s

JA/957

**

St John Ambulance Archive, includes; minutes books, films and registers of examinations, 1901 - 1970s

JA/959

**

Photographs of St Helier Harbour Area and various postcards of Jersey Views and Subjects, c.20th Century

JA/960

**

Contracts of the Aubin Family, 1533 - 1880s

JA/958

**

The Alfa-Laval Times with article on life in Jersey, June 1952

JA/964

**

Family Tree of the Le Feuvre Family

JA/965

**

Souvenir Number of the 75th Anniversary Edition of the Jersey Evening Post, 1965

JA/967

**

Collection of various items relating to Jersey, includes; receipts, images of Elizabeth and Mont Orgueil Castles and newscuttings, 20th Century

JA/973

**

Partnership agreements and accounts of George Henry Frank Flory and William John Morley, Pharmaceutical Chemists, 1946 - 1961

JA/974

**

St John Ambulance Archive additional deposit, 1950s - 1960s

JA/975

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