

2021 ANNUAL REPORT

ON THE WORK OF JERSEY HERITAGE AND THE ARCHIVIST
UNDER THE PUBLIC RECORDS (JERSEY) LAW, 2002



ACCREDITED
ARCHIVE SERVICE

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INTRODUCTION

Archives are the documented memory of our Island. At Jersey Archive we preserve millions of individual stories of the people and places of Jersey. We ensure that the social, political and cultural heritage of the Island is available for future generations to enjoy, discover and learn from. In 2021 the team at Jersey Archive worked hard to continue to identify, transfer, preserve and provide access to those stories through in-person visits, talks, tours and online access to catalogues and collections.

With the completion of the new strongroom block in 2020 we were able to transfer over 5,000 boxes of archive records to the building in 2021. These records have now been cleaned and repackaged and placed in the correct environmental conditions for their long-term preservation. We also continued to catalogue and index new records with over 29,000 new entries added to the online catalogue, which was viewed on over 300,000 occasions.

The team at Jersey Archive worked with public institutions across Government to appraise records and produce and review retention schedules throughout the course of 2021. We started to work on an audit of digital material such as floppy disks, CDs and reel to reel tapes in preparation for a major digitisation project and we continued to provide talks and tours, reaching over 2,000 people with our 'What's Your Town's Story?' and workshop programme.

In 2021 Jersey Heritage received the results of our submission to The National Archive's Accreditation Scheme. The accreditation panel's findings reflected the support received from Government in the past five years including the construction of a new repository and funding for new posts in 2020.

The facilities available are impressive. The completion last year of a major extension to the repository has added something like 30 years' physical expansion space and included additional provision for quarantine space. The control of environmental conditions is evidently excellent, and very largely achieved by passive means.

The service has a strong, integrated suite of policies which are supported by practical policies and procedures. Neither physical and digital storage offer any cause for concern. The recent increase in staff will enable Jersey Archive to develop further and respond to some of the challenges, particularly around the backlogs of public record accessions and cataloguing.

There is no doubt that the service makes a major contribution to both the heritage and good governance of Jersey and enjoys a high and positive profile on the Island.

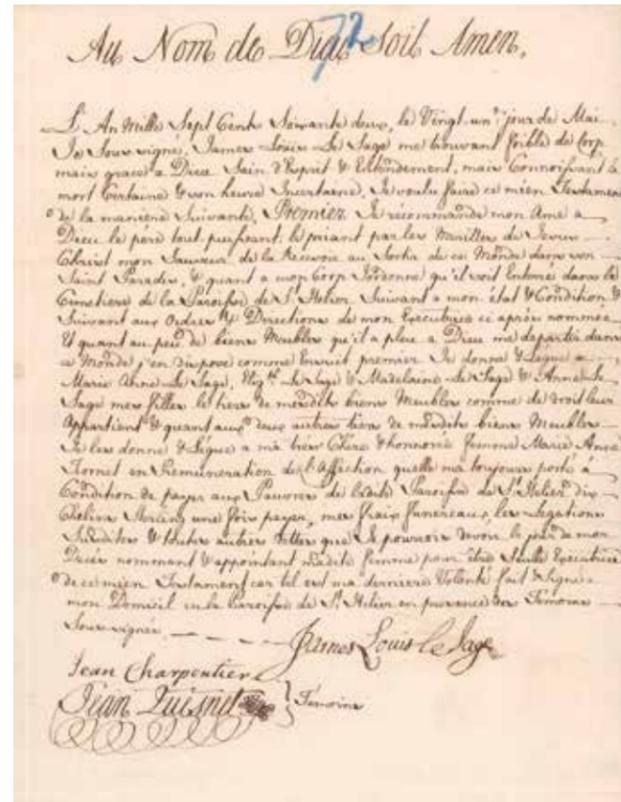
The panel also praised the staff at Jersey Archive for their work and highlighted the opportunities that the archive benefits from in being part of Jersey Heritage.

The staff of Jersey Archive form a strong team, with excellent leadership and managerial support at a high level. The service makes good use of its position within the wider Jersey Heritage Trust for cross-sectoral working, joined-up collections management, and enhanced access opportunities.

Linda Romeril
Archives and Collections Director, April 2022

RECORDS ADVISORY PANEL

As part of its remit under the Public Records (Jersey) Law, the Records Advisory Panel has kept under review the performance of the Archivist and the Jersey Archive. The Jersey Archive was able to make significant progress during 2021, despite the difficulties of working during the pandemic.



Important areas of progress have included the following -

- Cataloguing, conservation and digital preservation:** The backlog of work in these areas, as recorded in previous annual reports, was actively addressed during 2021. This was made possible by extra funding from the Government of Jersey, thereby enabling the employment of much-needed additional staff;
- Online records:** The number of visits to the online catalogue increased in 2021 to more than 320,000. This represents an increase of over 50% on the previous year, and reflects a permanent change in the way that the public is able to access archival material. This has only been possible because of the efforts by the Jersey Archive over many years to place records online, and the public is now able to view public records online from anywhere in the world;
- Opening hours:** Direct access to public records remains a priority for all archive services, and in this connection the Jersey Archive increased its days of opening from three to four days a week, plus one Saturday a month.

In 2021 Jersey Heritage received the results of its submission to The National Archive's Accreditation Scheme, and the Records Advisory Panel is very pleased to note the Jersey Archive was awarded full accredited status in 2021. The Accreditation Scheme is the 'gold standard' by which archive services across the UK are judged, and it involves a rigorous process of review and assessment. All significant aspects of the

Jersey Archive's activities were examined as part of this process - storage facilities, public access, staffing arrangements, cataloguing & conservation, policies & procedures etc. Further details of the panel's findings are given in the Archivist's Report, but it will suffice here to note that the Accreditation Panel praised the Jersey Archive for the quality and range of its services, and concluded that -

'There is no doubt that the service makes a major contribution to both the heritage and good governance of Jersey and enjoys a high and positive profile on the island.'

The Archivist and all her hard-working colleagues at the Jersey Archive and Jersey Heritage deserve full credit for this glowing assessment.

Jersey is indeed fortunate to have such an excellent archive service.

Jeremy Harris
Chairman
Records Advisory Panel

PUBLIC RECORDS LAW COMPLIANCE - IDENTIFICATION OF ARCHIVES

The identification of public records of historic value is one of the key roles of the Archivist and the team at Jersey Archive. It is vitally important that we work with departments and subject specialists to select which records we should retain to continue to tell Jersey's unique story.

The tool that is used to identify archival material is the departmental retention schedule, which lists the records produced by the institution, the length of time they should be kept and then whether they are confidentially disposed of or transferred to Jersey Archive for permanent retention.

Retention schedules are produced following consultation between the team at Jersey Archive and the public institution responsible for the creation of the records. This collaborative approach, set out in the Law, allows Jersey Archive staff to provide an independent, archiving and research perspective on the retention of records and for the institution to provide subject matter expertise and information on any legal and administrative requirements for retention.

The Law defines a record as information that is created or received in the conduct of a corporate, institutional or individual activity and has such content, context and structure as to provide evidence of the activity. The Law is format neutral and therefore covers both physical and digital records. The Law goes on to define public records as any record that has been created or received by a public institution in the performance of its functions.

These broad descriptions of both records and public records mean that every year millions of records produced by public institutions, from emails to minutes of meetings and application forms to acts of Court, are covered by the Public Records Law.

Passengers for Jersey

Ex S.S. _____ *Sept 23* 1916

Every passenger before being permitted to land must complete the particulars on this form and hand same to the Government Officer at Jersey.

NAME IN FULL (Surname first) *De la Penelle, Edouard George*

AGE *54* SEX *Male*

NATIONALITY *British*

OCCUPATION *Farmer*

FULL Permanent ADDRESS IN UNITED KINGDOM OR CHANNEL ISLANDS. } *Nicheline Town Road St Helier Jersey*

TEMPORARY ADDRESS

Any passenger failing to give full and correct particulars will be liable to detention.

12/10/1916/000.

CASE STUDY - PUBLIC RECORDS LAW COMPLIANCE AUDIT



In 2021 the team at Jersey Archive carried out a major compliance audit which looked at each Government department, the functions and sections within that department, the retention schedules in place and their last review date and also the last time that records were transferred to the archive.

The Public Records Officer within each department was sent a list of retention schedules in place and last review and transfer dates and asked to meet with the team at Jersey Archive to discuss:

- Any schedules that, following Government restructure, do not belong in your department
- Any new schedules that need to be created to cover new work streams
- Any schedules that need to be reviewed
- Any records, either physical or digital, that need to be transferred

This was the first audit carried out by the team at the archive and it proved to be a useful exercise, allowing us to engage with departments and identify changes to departmental functions after Government restructuring. The audit identified retention schedules that needed to be reviewed and updated and as a result new retention schedules were put in place for SPPP and the Economy Department in 2021. In 2021 we also started to work with the Infrastructure, Housing and Environment Department, updating their retention schedules and identifying records to be transferred to Jersey Archive.

The compliance audit will continue to be carried out on an annual basis and will allow us to track changes in departmental responsibilities, the review of retention schedules and the transfer of material to Jersey Archive.

PUBLIC RECORDS LAW COMPLIANCE - TRANSFER OF ARCHIVES

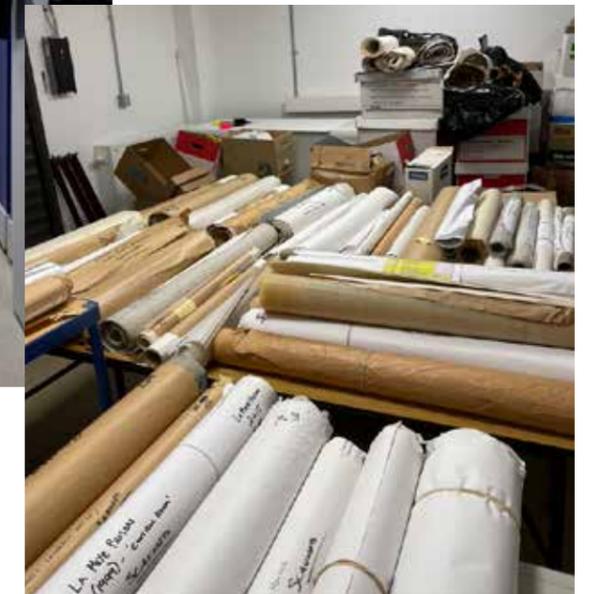
Once public records have been identified as having archival value in the institution's retention schedule it is a requirement of the Public Records Law that those records are transferred to Jersey Archive after 20 years. The law allows for records to be transferred sooner if this is agreed by the institution and archive. In the majority of cases an earlier transfer is preferable to physical records being retained in unsuitable storage conditions or digital records being allowed to become obsolete.

In 2021, following the completion of the new strongroom block at Jersey Archive, 72 cubic metres of physical records were transferred to Jersey Archive, a significant increase in the 12 cubic metres transferred in 2020. 72 cubic metres of records equates to over 5,100 archive boxes of material, all of which needed to be repackaged and cleaned on arrival at Jersey Archive.

Transfer of digital records continued to grow with 211GB of material transferred in 2021 compared to 100GB in 2020. This included a digital deposit of material from Parish of St Lawrence relating to their Liberation 75 exhibition and digital recordings of interviews relating to the Newall Case.

Each new collection that arrives at Jersey Archive is accessioned on our collections management database. The accession record includes a basic description of the contents of the collection, the transferring department and section, the amount of records transferred and the location of the collection in the Jersey Archive strongroom. Transfer lists recording the basic contents of the collection are also received from the department. Recording this key information allows us to manage the collection and respond to any enquiries from the department.

A full list of transfers of public records can be viewed at Appendix A.



CASE STUDY - TRANSFER - JERSEY CENSUS, 1986 AND 1989

Jersey's Census records were originally stored in the UK by the Office for National Statistics. However, in 2019 the records were transferred back to the Island and placed in temporary storage whilst the new extension at Jersey Archive was being built. In 2021 the 1986 and 1989 censuses were transferred to Jersey Archive and the sorting, repackaging and locating of the material was a major task for the archive team.

Census records are currently closed to public access for 100 years as they hold sensitive personal information. Once opened to the public they contain a wealth of information and are invaluable records for family, house and social historians. It is the job of the archive team to ensure that the records are organised and stored in the correct conditions so that in 2087 and 2090 respectively the material is ready for the next generation of researchers to explore.

The 1989 census was transferred to Jersey Archive in standard storage boxes unsuitable for long-term preservation. Within the boxes the census returns were bundled using elastic bands that were starting to stick to the paper returns. On inspection we found that one box of records might contain returns from more than one parish and in some cases a box might contain returns from all 12 parishes.

To ensure that the collection was appropriately preserved and correctly organised we emptied each box, placed the returns in the correct parish, district and property order, removed the elastic bands and repackaged the material in acid free envelopes and boxes. The returns are now safe in secure storage, preserved for future generations of researchers.



PUBLIC RECORDS LAW COMPLIANCE - CARE OF ARCHIVES - CONSERVATION, PRESERVATION AND SECURITY

The preservation of the unique records that we care for at Jersey Archive is one of the key functions of the service. The transfer of over 5,000 boxes of material in 2021 meant that archive staff, and the conservation team in particular, spent a significant amount of their time working on cleaning and repackaging these new records.

The amount of preservation work required depended on the type of collection, previous storage conditions, format of the records and age of the documents. Transfers in 2021 included 19th and 20th century volumes from Jersey Water that needed each page to be cleaned to ensure that any dirt or mould was removed, large rolls of plans from Infrastructure that needed to be rolled in acid free material, photographic material that needed to be removed from plastic sleeves and placed in mellinex and hundreds of boxes of paper files that needed to be repackaged.

In 2020 we employed a Trainee Conservator to work with the Conservator and undertake the Archives and Records Association Conservation Training programme. The additional member of staff in conservation meant that, despite the significant increase in preservation work as a result of new transfers, we were able to conserve more documents in 2021 than we did in 2020.

Documents conserved by the team in 2021 included files from the Office of the Lieutenant Governor, Court Records relating to the Corn Riots and a petition from 1924 signed by women asking for full civil and political rights.

In 2021 we continued our conservation programme of external book binding, working with Sycamore Bookbinding. The programme was impacted by travel restrictions, however, over the course of the year 22 volumes were rebound and are now stable in storage.

The volumes conserved include an admission register for La Moye School, St Mary and St Peter's Roman Catholic Church marriage register and the admission register for the Jersey National School for Infants and Girls which dates from 1865 - 1891.



PUBLIC RECORDS LAW COMPLIANCE - ENVIRONMENTAL CONDITIONS



Storage of records in the correct environmental conditions ensures that the unique archival material that we care for can be preserved for future generations of researchers. Records that are stored in buildings with high humidity and temperatures are subject to mould growth with significant fluctuations in temperature in a short period of time also putting the records at risk.

The Records Advisory Panel, as one of their functions under the Public Records (Jersey) Law, have approved BS 4971:2017 Conservation and care of archive and library collections as the standard that we aim to meet. Adherence to this standard is also required as part of Jersey Archive's application to The National Archives Accreditation scheme.

BS 4971:2017 sets out the following criteria for the storage of standard archival collections;

- Humidity of between 35 - 60%
- Temperature of between 13°C - 22°C with an annual average of less than 18°C

2021 was the first year that we were able to assess both the new and the old strongroom blocks against the British Standard. In both blocks temperature and humidity are constantly recorded by our Buildings Management System which is checked daily by the conservation team. In 2021 the original strongroom

block met the British Standard for both temperature and humidity 100% of the time with the highest annual average temperature of 16.4°C in the top floor strongroom.

The new strongroom block is settling much quicker than the original block due to advances in construction techniques. In 2021, the first full year of monitoring, the first floor of the new strongroom block, in which archives are currently stored, met the British Standard for humidity 99% of the time and for temperature 100% of the time with an annual average temperature of 16.8°C.

The main strongroom blocks at Jersey Archive do not use air-conditioning and achieve the correct environmental conditions passively through the construction of the building and a small amount of manual dehumidification. This sustainable approach to the storage of archives is an important part of Jersey Heritage's commitment to the environment and was highlighted at talks given by the Archivist as part of The National Archives, 'Archives Supporting Environmental Sustainability' event and the Archives and Records Association conference.

CASE STUDY PRESERVATION - DIGITAL AUDIT

Jersey Archive holds significant amounts of heterogenous media such as floppy disks, audio cassettes, CDs, DVDs, film, videos, betacam SP, minidiscs, USB memory sticks and LP records. This material has been deposited over the past 20 years and a key part of our digital preservation strategy is to identify all of this type of material in catalogued and uncatalogued collections and migrate it to our digital preservation system. As part of the migration process we will create digital user copies of the data for public access.

In 2021 our Digital Preservation Officer worked through both catalogued and uncatalogued material to identify different types of media. The second part of the digital audit will make recommendations for the best way to digitise each different type of media. Digitisation of some types of media can be done by specialist digitisation units in the UK whilst some media can be digitised using equipment that we have in house such as floppy disk and CD drives.

The digital audit of catalogued material identified over 500 cassette tapes dating from the 1970s to the 2000s. The tapes contain individual's accounts of life during the Occupation, personal views of local politicians and celebrities and also a series of recordings of the Jersey Talking Magazine, a programme that was produced for the visually impaired in the 1970s and 1980s. The programme includes presenters such as Gordon Young and Beth Lloyd interviewing guests and visiting local buildings and businesses such as the Overseas Trading Corporation.

The cassettes within the Jersey Talking Magazine collection were between 40-50 years old and their condition was starting to degrade. We therefore decided to work with Oxford Duplication Centre to digitise the content, allowing us to preserve the recordings. The tapes have now all been digitised and in due course copies of the recordings will be placed online.



PUBLIC RECORDS LAW COMPLIANCE - ACCESS TO ARCHIVES - CATALOGUING AND INDEXING



Once records have been accessioned and the basic contents of the collection recorded they join a list of cataloguing priorities for detailed cataloguing and indexing of each individual file on our online database.

Each collection is rated with a high, medium or low priority in line with our cataloguing priorities policy. When we set the priority level we consider the potential use of the collection, public interest in the collection, any preservation benefits of cataloguing and whether the collection is available to the public or closed for a period of time.

The detailed cataloguing and indexing of archival material requires the staff to have an in-depth knowledge of both the documents they are cataloguing and the history of the department or institution that they came from. Staff need to be able to catalogue a variety of different documents from 15th century French contracts to documents from the German Occupation and bankruptcy papers to 21st century policy files.

In 2021 staff added 8,603 new detailed catalogue descriptions to the online catalogue. Newly catalogued records include propositions to the States of Jersey such as a suggestion in 1976 to ban smoking in theatres and cinemas and the proposition from the Fort Regent Development Committee to develop a multi-purpose events and sports hall at Fort Regent in the same year.

Other newly catalogued collections include plans from Le Sueur and Baker Architectural Practice with work by A B Grayson from the 1930s, images from the photographic archive of the Jersey Evening Post including the 1952 Battle of Flowers, the Jersey Swimming Club and the newly constructed hangars at Jersey Airport in 1937.

CASE STUDY - CATALOGUING AND INDEXING - TERMINOLOGY REVIEW

In 2021 the Jersey Archive team put in place a policy and procedure for cataloguing material which includes what would now be termed as offensive terminology or attitudes which individuals may now find offensive. This work was carried out in response to a sector wide review of best practice in describing offensive language and in conjunction with the Jersey Heritage Diversity Group. We continue to develop our policy and procedures in 2022.

The policy that we have put in place looks at three main areas:

- Cataloguing content to appropriately reflect the terminology of the time that the document was written, using the original language of the creator and the formal names of associations or institutions. This allows an accurate representation of historic information whilst acknowledging that phrases and names in common use in the 19th century would not be appropriate today.

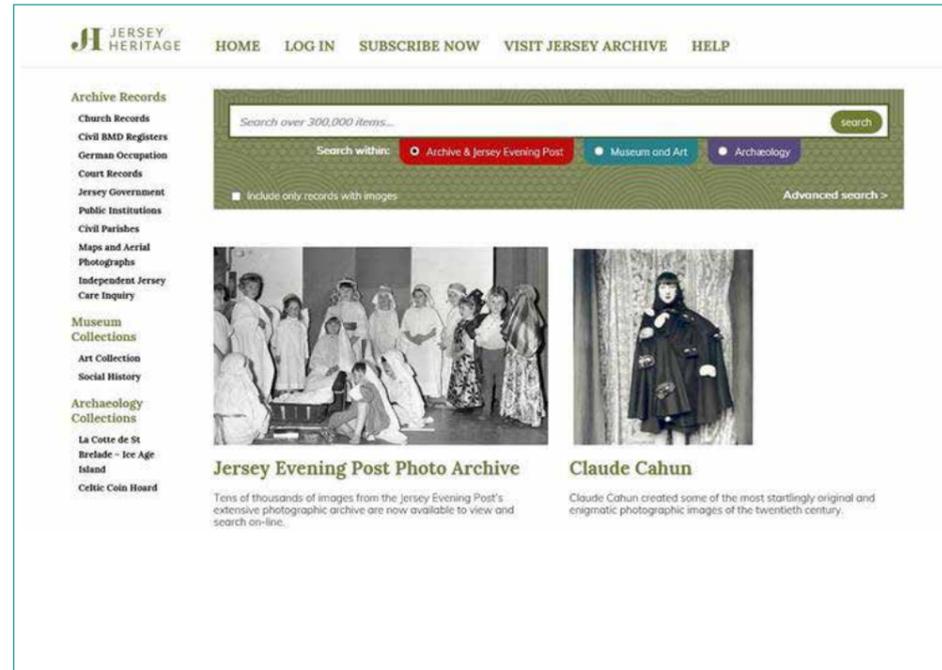
For example, the term 'Lunatic Asylum Committee Minute Book' includes the accurate name of a States Committee of the 19th century. This would now be catalogued in single quotation marks and a disclaimer on our website would reflect that the terminology would now be considered offensive. We would not change the name of the Committee in our description as this would be historically inaccurate and would not help researchers looking at attitudes towards Mental Health in the 19th century.

- Cataloguing Opinions. Staff will now consider whether the attitudes within documents can be described as overtly offensive. This could include a letter written in the 1930s which uses language and displays attitudes that are offensive to Jewish people. This letter would help researchers understand some people in Jersey's attitudes to Jewish people in the years before the Second World War. Staff will add wording to their catalogue description to indicate that the writer's attitude could be considered offensive.

- Indexing. The appropriate index of documents is an area we will continue to explore in 2022. It is important that documents can be found using different types of terminology and we can look at linking words in our database that would now be considered offensive to words that would be used today as a preferred term.



PUBLIC RECORDS LAW COMPLIANCE - ACCESS TO ARCHIVES



In 2021 our online catalogue continued to be an essential part of our ability to continue to engage people around the world with Jersey's heritage. The catalogue received just over 320,000 visits during the course of the year, a 51% increase in visits on 2020. Analysis of the location of individuals accessing the catalogue shows that 37% of sessions came from the UK with 38% originating in Jersey.

International use of the catalogue continued to show the worldwide interest in Jersey's history with 6% of sessions coming from the United States, 4% from Australia and 3% from Canada.

'Thank you. As a Jersey farming girl from Trinity! (61) I thank you for the indescribable enriching treasures that are now available to us!'

After the lockdown period at the beginning of 2021, when the Archive was closed to the public, numbers of in-person visitors started to recover with over 1,500 people accessing the Archive to carry out their research during the course of the year. In 2021, with additional staff in place, we were able to increase our opening hours to include Monday opening alongside our usual Tuesday - Thursday and third Saturday of the month.

Members of staff continued to answer email and telephone enquiries with 3,662 enquiries answered during the course of 2021. This included 164 enquiries from Public Institutions into the records that we hold on their behalf.

These enquiries included FOI requests, requests for loans of documents, records management and conservation advice. Staff also interact on a regular basis with the local media and during 2020 we responded to 40 requests for interviews, information and use of archive documents in local reports.

CASE STUDY ACCESS - WORKSHOPS AND WHAT'S YOUR TOWN'S OCCUPATION STORY?

In 2021 we continued our popular 'What's Your Street's Story?' talks and articles, focusing on the centre of St Helier. The talks told the stories of some of the oldest parts of the town and proved to be a wonderful tool for reminiscence as we showed photographs of shops that no longer exist such as Laurens and Briggs and shops that are still going strong like de Gruchy and Voisins.

Due to the ongoing pandemic our 'What's Your Town's Story?' talks for 2021 all took place online. The talks were all recorded and placed on the Jersey Heritage website, allowing individuals to download and view the content at their leisure.

We missed seeing our regular talk attendees at the archive but were delighted to receive feedback that our talks were still enjoyed from home.

'Very many thanks for providing access to this film. You made a very old man very happy. Prior to Covid, my dad would have visited the Archives in person to see such events. Now unfortunately he is unable to leave the home, so seeing this film in his own home meant a lot to him. Many thanks to the Jersey Archive staff for putting together such informative films relating to Jersey's history.'

We also ran a series of workshops in 2021, showing people how to research their family history, house history, how to care for their documents at home and how to use our online catalogue.



'Many thanks - that was REALLY interesting, helpful and extremely clear. The JH Webinars and workshops are much appreciated. Thank you.'



RECORDS OPENED, JANUARY 2022

Every year public records held at Jersey Archive that are closed to the public are reviewed after periods of 30, 50, 75 and 100 years. In 2021 332 files were due to be reviewed and in January 2021 80% of these records were opened to public access.

The Elementary Education Committee Minute book for 1906 – 1921, which was opened after 100 years, gives an overview of the development of children’s education in Jersey in the early years of the 20th century.

Entries on the first page of the book show the range of matters that were considered by the Committee. At their meeting on 26 November 1906 they discussed the dates for the Christmas holidays, 24 December to 12 January, a letter to the headteacher of St Pauls Boy’s School concerning the teaching of French and a letter from the Board



of Education stating that St Martin’s Roman Catholic School had not been certified as efficient by the Board’s inspector.

It was only in 1894 that elementary education became compulsory for all children in Jersey aged between 5-12. However, at this point exemptions were granted to children who lived more than 2 miles from a school and this caused problems within parishes where parochial schools had not yet been established.

In 1899 legislation was passed which required each parish to provide a parochial school and also to form an elected Conseil Paroissial who monitored attendance. Following the passing of the 1899 law 9 parochial schools were built.

The increased number of schools in the Island led to the need for more teachers. The Elementary Education Committee often discussed the pupil teachers’ central classes and on 8 July 1907 they nominated Elsie Bowers, Jennie Leslie Gale and Lydia Pallot to go for interviews at the Salisbury Diocesan Training College.

The young women were to be interviewed for the two places that had been assigned at the college for trainees from Jersey. Evidence in later documents shows that all three went on to become teachers in Jersey schools.

Also opened to the public after 100 years was the arrest register from the Parish of St Helier which provides us with an insight into crime and punishment in the Island a century ago. The crimes recorded range from youthful misdemeanours to more serious crimes of assault and abandonment.

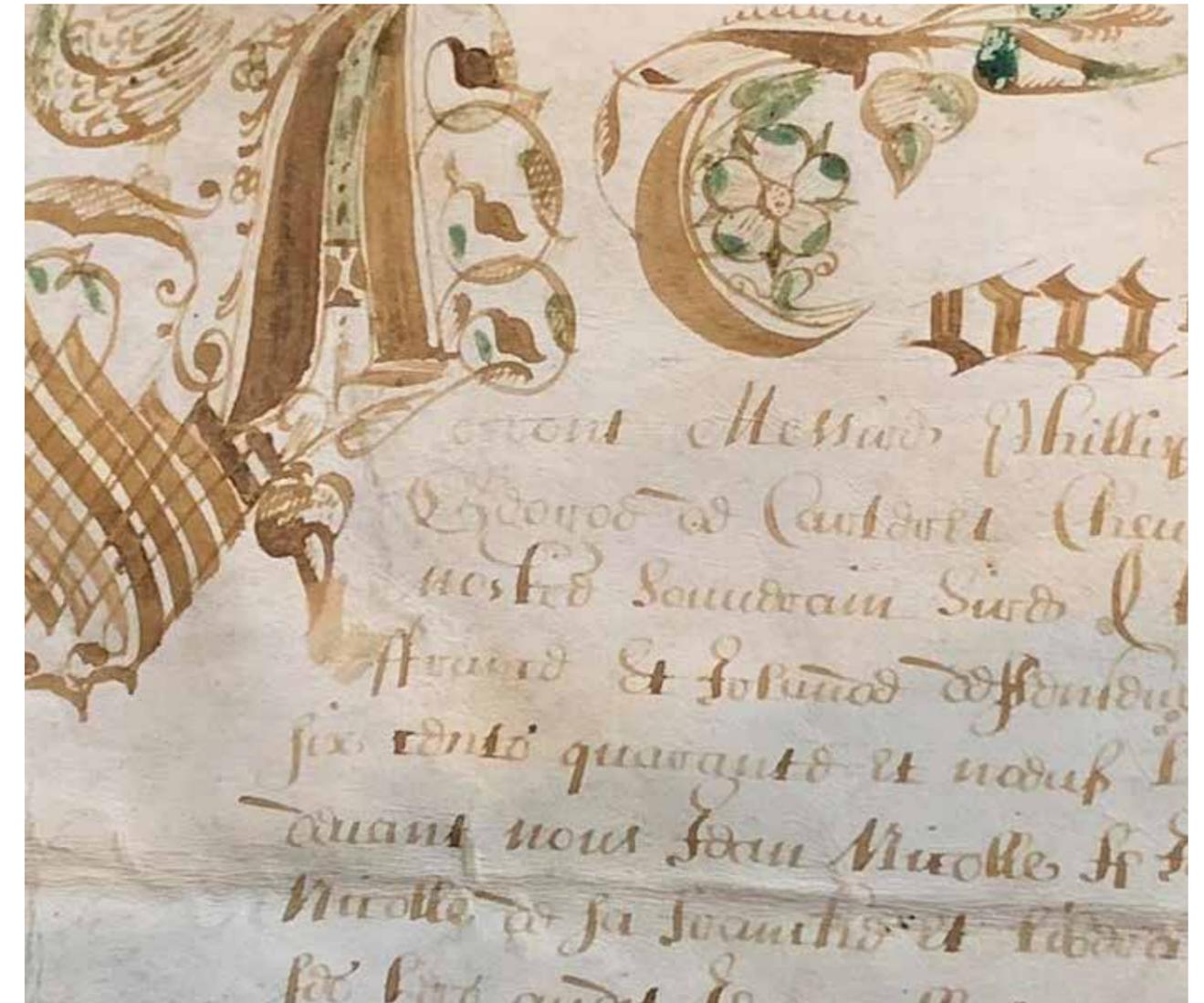
On 12 February 1920 a group of young boys were arrested by Francis Valpy. The boys were Leonard Richard Planner, age 12, originally from London, Victor Morin, age 13 from St Martin, Thomas Marry, age 12 from St Helier and Auguste Ravily, age 13 and also from St Helier.

The boys were accused of stealing goods from a number of shops in St Helier, including a pound of butter from a shop in Halkett Street and a pot of jam and some cigarette papers from John Tregear’s shop in King Street. The register records that all the boys were liberated on 12 February after appearing before the Police Court, with the ringleader of the gang appearing to be Leonard Richard Planner.

MANAGEMENT AND OVERSIGHT

The Records Advisory Panel was established under the Public Records (Jersey) Law, 2002. The Panel is required to meet at least twice each year and part of its role is to review the performance under the law of Jersey Heritage, the Archivist and public institutions. The Panel met four times in 2021 and reviewed the Jersey Archive Accreditation results, the Public Records Law compliance audit, the Jersey Heritage environmental policy, preservation and conservation and closed records due to be opened in 2022. The Panel also received a presentation from the Government of Jersey’s Interim Records Manager in March 2021.

The terms of appointment of the 2021 Records Advisory Panel expired in January 2022. In November-December 2021 an open recruitment process was held for new Panel members and was overseen by the Jersey Appointments Commission. Shortlisted candidates were interviewed by the retiring Chair of the Panel, a representative from Government of Jersey and the Chair of the Jersey Heritage Board of Trustees. Three new members were appointed to join the two members of the Panel who had agreed to serve a second term.



ARCHIVE ACCREDITATION



The Archive has full Archive Accreditation at the highest level after re-applying to The National Archive scheme in 2020. In 2021 we received the results of our accreditation submission and were delighted that the service was awarded accredited status for the second time.

In their findings the Accreditation Panel noted that they;

‘...welcomed this positive update from a highly effective archive service which consistently reflects on and continues to develop its role. They commended the strong support of the Jersey government; this investment is being well used to build the archive service’s presence and to increase its productive contribution to the life of the island.’

The Panel’s Key Findings were listed as follows;

‘An introductory film describes the collections at Jersey Archive as ‘the beating heart of our Island’s story’. There is no doubt that the service makes a major contribution to both the heritage and good governance of Jersey and enjoys a high and positive profile on the island.’

The assessment team was struck with the coherence of Jersey Archive’s policies, plans and procedures. Following its previous

successful accreditation application, the service has continued to make strong progress in key areas, including archives accommodation, staff levels and digital preservation.

The staff of Jersey Archive form a strong team, with excellent leadership and managerial support at a high level. The service makes good use of its position within the wider Jersey Heritage Trust for cross-sectoral working, joined-up collections management, and enhanced access opportunities’

The Accreditation Panel made the following recommendations for improvement before full reapplication in 6 years’ time; transfer of the backlog of records from the period that the new expansion was being constructed, development of the Public Records Law Compliance Schedule to help enhance public institution’s compliance with the Public Records Law, work to improve coverage of diverse communities, work to tackle the backlog of uncatalogued collections and development of a more formal cataloguing prioritisation methodology.

APPENDIX A PUBLIC RECORDS TRANSFERRED IN 2021

ACCESSION NUMBER	ACCESSION DESCRIPTION	ACCESSION DATE	PUBLIC INSTITUTION
JA/3662	Social Security Department Compliance Return and Annual Governance Statements, 2015 and Data Sharing Agreements between Customer & Local Services and various Care Providers, Public Institutions and Parishes, including some relating to Covid-19, 2020.	14/01/2021	Customer and Local Services Department
JA/3663	Department for Infrastructure, Housing and Environment additional deposit. Includes: Planning Committee and Public Ministerial Meeting Agendas January 2018 - December 2019 (Meeting Nos. 134 - 159).	21/01/2021	Department For Infrastructure
JA/3720	Department for Infrastructure additional deposit. Includes: Contract box files 701-974, 1011, 10034-10590 (not inclusive).	28/05/2021	Department For Infrastructure
JA/3733	Department for Infrastructure additional deposit. Includes: Contract box files including Millennium Town Park, North St Helier Flood Alleviation Scheme, Various Reports.	09/07/2021	Department For Infrastructure
JA/3743	Department for Infrastructure additional deposit. Includes: Large drawings, including West Sewers, WS1 to 747 and 969 (scanned), c1950s-1980s.	09/07/2021	Department For Infrastructure
JA/3754	Department for Infrastructure additional deposit. Includes: East Section drainage drawings - ES1 to 730 and 825 (scanned); Sewer connection applications, 1950s-2000s (scanned); Sewerage Law Notices (scanned); Level Books - LB1 to LB106; Field Books - FB1 to FB98 including Sewer Observation books - SO1 to SO17; Contract 1522 Jersey Heritage Trust/Clarence Court Rock Face Stabilisation.	02/09/2021	Department For Infrastructure
JA/3775	Department for Infrastructure additional deposit including photos and oversize photos.	30/09/2021	Department For Infrastructure
JA/3796	Department for Infrastructure additional deposit. Includes: town sewerage plans.	15/10/2021	Department For Infrastructure
JA/3812	Department for Infrastructure additional deposit. Includes: large drawings of road plans, improvements and surveys.	19/11/2021	Department For Infrastructure
JA/3818	Department for Infrastructure additional deposit of large drawings and records relating to pumping stations, brooks and watercourses.	25/11/2021	Department For Infrastructure
JA/3821	Department for Infrastructure additional deposit.	02/12/2021	Department For Infrastructure

APPENDIX A

ACCESSION NUMBER	ACCESSION DESCRIPTION	ACCESSION DATE	PUBLIC INSTITUTION
JA/3772	First Tower School additional deposit. Includes records relating to bingo and fundraising.	24/09/2021	First Tower School
JA/3752	Haute Vallée School additional deposit. Includes: Board of Governors meeting minutes, February 1974 – December 2014.	01/09/2021	Haute Vallée School
JA/3759	Hautlieu School additional deposit. Includes: 14 plus prospectus 2020 and 2021; newsletter, summer 2020.	10/09/2021	Hautlieu School
JA/3770	Hautlieu School additional deposit. Includes School Magazines 1968-1969, and ‘Images’ anthology of writing and illustrations 1952-1977.	16/09/2021	Hautlieu School
JA/3794	Hautlieu School additional deposit. Includes: School magazines 1955-1967; Hautlieu News 1998-2017; yearbooks 1996, 2012, 2016.	15/10/2021	Hautlieu School
JA/3744	Health and Community Services additional deposit. Includes: Ward registers Dec 2000-Sept 2008; Birth registers, 1988-2017; Portelet books and Admission registers, 2008-2017; EAU Admissions 2010-2019; various theatre registers c1980-2018; Committee minutes 1995-2005.	12/08/2021	Health and Community Services Department
JA/3766	Health and Community Services additional deposit. Includes administrative records relating to care in Jersey.	12/08/2021	Health and Community Services Department
JA/3839	Health and Community Services additional deposit. Includes: treatment books, 2010 - June 2019; Bartlett Ward register September 2008 - August 2016.	28/12/2021	Health and Community Services Department
JA/3776	Infrastructure, Housing and Environment department deposit. Includes: Operations and Transport section records, 1990-2016.	30/09/2021	Infrastructure, Housing and Environment Department
JA/3798	Infrastructure, Housing and Environment department additional deposit. Includes Various Operations and Transport section records, c1970-2019.	30/09/2021	Infrastructure, Housing and Environment Department
JA/3820	Infrastructure, Housing and Environment department additional deposit of Operations and Transport records. Includes: sewerage, rock stabilisation works, road improvements, Connex (bus operator) statistics and various other reports.	26/11/2021	Infrastructure, Housing and Environment Department

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ACCESSION NUMBER	ACCESSION DESCRIPTION	ACCESSION DATE	PUBLIC INSTITUTION
JA/3811	Jersey Care Commission collection initial deposit, mainly consisting of reports on care homes, c2019 (records cover 1960-2018).	19/11/2021	Jersey Care Commission
JA/3688	Jersey College for Girls additional deposit – Includes school magazines and other records.	16/03/2021	Jersey College for Girls
JA/3705	Jersey College for Girls additional deposit of various historic material, 1849-2018.	01/04/2021	Jersey College for Girls
JA/3732	Jersey College for Girls additional deposit, mainly photographs.	06/07/2021	Jersey College for Girls
JA/3810	Jersey College for Girls additional deposit, includes mainly photographs, audio-visual material and historic records.	08/11/2021	Jersey College for Girls
JA/3667	Jersey College for Girls additional deposit – includes four original contracts (thought to have been used as teaching aids for history) and rolled building plans.	02/02/2021	Jersey College for Girls
JA/3693	Jersey Heritage additional deposit of Mont Orgueil Castle visitor comments book and one daily diary.	29/03/2021	Jersey Heritage
JA/3702	Jersey Heritage additional deposit of administrative papers, including accounts for 2019, leases and agreements.	26/04/2021	Jersey Heritage
JA/3731	Jersey Heritage additional deposit. Includes: Board papers, March 2011-Dec 2014, and copies of Mont Orgueil Reports, 2000-2003.	25/06/2021	Jersey Heritage
JA/3741	Rolling accession for digital material from Jersey Heritage, 2021.	03/08/2021	Jersey Heritage
JA/3683	Jersey Heritage additional deposit, mainly loan files, published reports and leaflets, c1990s-2020.	08/03/2021	Jersey Heritage Trust
JA/3745	Jersey Heritage additional deposit of administrative filing. Includes documents relating to Forts & Towers, Mont Orgueil Castle and Elizabeth Castle, c2000-2020. Includes CD-Rs, cassettes and 3.5” floppy disks.	24/08/2021	Jersey Heritage Trust
JA/3768	Jersey Heritage additional deposit. Includes old museum loan and reproduction files, research on the museum collections and Claude Cahun, and various material from the office of the Senior Registrar. Includes CD-Rs, audio cassettes and audio tapes.	24/08/2021	Jersey Heritage Trust

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ACCESSION NUMBER	ACCESSION DESCRIPTION	ACCESSION DATE	PUBLIC INSTITUTION
JA/3769	Jersey Heritage additional deposit of documents transferred from museum registrar's office to archive collection. Includes: Sound recording of radio broadcast 'Fanfare - Channel Islands Edition', 1945; Daily Telegraph War Map with annotations; Telegraph to 'Rowland' from 'Blampied', 1948; two handwritten recipe books c1910s, photo album with views of Jersey including the Weighbridge and South Hill Battery.	24/08/2021	Jersey Heritage Trust
JA/3800	Jersey Heritage Trust additional deposit of various digital material including: copy of 'That Was Jersey' educational website content; material used in preparation of historic buildings conservation leaflet; Inventory of Société Jersiaise Natural History Collection prepared by Amy Hall, 07/02/2003; various files from the Community Learning department, 2009.	22/10/2021	Jersey Heritage Trust
JA/3819	Jersey Heritage additional deposit. Includes material relating to historic buildings, including Ministerial reports 2006-2011; Committee reports 2005; minutes of various advisory group meetings; correspondence; tenders; historic building resurvey reports; historic buildings appeals.	18/11/2021	Jersey Heritage Trust
JA/3832	Jersey Heritage additional deposit. Includes: Plans of Jersey Museum and Art Gallery relating to changes to Barreau Le Maistre gallery c1980s/1990s.	17/12/2021	Jersey Heritage Trust
JA/3664	Judicial Greffe additional deposit. Includes: Copies of contracts, July to December 2017, January to December 2018, January to December 2019; Copies of wills of immoveable property c2010-2017.	29/01/2021	Judicial Greffe
JA/3734	Judicial Greffe additional deposit. Includes: Public Registry Contracts, January 2020; Probate Division moveable wills 2005-2014.	15/07/2021	Judicial Greffe
JA/3669	Health and Safety at work Inspectorate additional deposit. Includes prosecution files, 2009-2013 [includes CDs, presumably with images from the cases].	05/02/2021	Justice and Home Affairs Department
JA/3679	Health and Safety at work Inspectorate additional deposit. Includes prosecution files, accident files, files of interest, c2010-2014.	05/03/2021	Justice and Home Affairs Department
JA/3670	Law Officers' Department additional deposit. Includes records relating to a wide variety of subjects including police, health and safety, Attorney-General's correspondence, legal cases involving the government, law reform, States building loans, public property contracts, public buildings, and inquests.	08/02/2021	Law Officers' Department
JA/3828	Demands of the Jersey Fishermen's Association handed to the Minister for the Environment on 14 February 2020 and 10 December 2021.	16/12/2021	Minister for the Environment

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ACCESSION NUMBER	ACCESSION DESCRIPTION	ACCESSION DATE	PUBLIC INSTITUTION
JA/3680	Parish of Grouville additional deposit. Includes: Driving licence application forms, 1998-2003, Welfare applications 2000, Red Cross folder 1941-1942, Société Agricole ledgers 1897-1960, Registre Armes 1980s, Queens Valley 1992-1994, Battle of Flowers 2004-2009, Gorey Fete 2004-2009, Visite Royale 1938-1992 & 1998, Annual Report 2009, Audit 2007, Branchage 2008-2014, Roads Inspectors Reports 1994-2014.	05/03/2021	Parish of Grouville
JA/3774	Parish of St Brelade additional deposit. Includes: annual rates returns 2006, 2011 and 2016; driving licenses, 2009.	23/09/2021	Parish of St Brelade
JA/3756	Parish of St Helier additional deposit of civil burial records.	09/09/2021	Parish of St Helier
JA/3707	Parish of St Lawrence additional deposit of material relating to the Liberation 75 exhibition and events, c2018-2021. Includes portable hard drive.	06/05/2021	Parish of St Lawrence
JA/3750	Parish of St Martin additional deposit. Includes: printed copy of approved Liste du Rât [rates list], 2021.	26/02/2021	Parish of St Martin
JA/3755	Parish of St Saviour Electoral Roll, September 2021.	01/09/2021	Parish of St Saviour
JA/3694	Parish of Trinity additional deposit. Includes: driving licences 1968-1992; Visite Royale 1993 & 1999; Liberation 50 records; framed photographs; other records relating to property and buildings in the parish and various other subjects - see transfer forms for full list.	23/03/2021	Parish of Trinity
JA/3764	Parish of Trinity additional deposit. Includes: photographs of 1990 Swimathon, Trinity Honorary Police 1987 and 1992.	14/06/2021	Parish of Trinity
JA/3657	St Lawrence School additional deposit. Includes admission registers 1928-2008 and various other items including 3 VHS tapes.	08/01/2021	St Lawrence School
JA/3696	St Luke's School additional deposit. Includes: St Thomas' log book 1900-1925; St Luke's log books 1895-1903; cricket scoring books c1929-1936; admission register 1972-2007; school returns 1914-1938; French inspector's reports c1922-1938; school photo 1987; miscellaneous other records.	25/03/2021	St Luke's School
JA/3700	St Mark's School additional deposit, includes; photographs and photograph album, c1950s-1980s.	15/04/2021	St Mark's School
JA/3684	Independent Jersey Care Inquiry Panel Report, 2019.	08/03/2021	States Greffe

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ACCESSION NUMBER	ACCESSION DESCRIPTION	ACCESSION DATE	PUBLIC INSTITUTION
JA/3822	Independent Jersey Care Inquiry additional deposit of a Haut de la Garenne Photograph, c1910s.	10/12/2021	States Greffe
JA/3659	Rolling accession for Government of Jersey internal communications & press releases distributed via the States Intranet, 2021.	22/01/2021	States Greffe
JA/3718	States of Jersey Police additional deposit. Includes: Digital copies of sound recordings relating to the Newall murder case.	02/06/2021	States of Jersey Police
JA/3658	Jersey Census Returns, 1986.	11/01/2021	Statistics Unit
JA/3706	Jersey Census Returns, 1989.	05/05/2021	Statistics Unit
JA/3691	Treasury and Exchequer department additional deposit of Loan Administration records. Includes: Treasury Letters, 1929-1940; letter books 1914-1922; loan registers 1952-1983.	17/03/2021	Treasury and Exchequer Department
JA/3671	Victoria College additional deposit. Includes copies of 'The Victorian' magazine.	05/02/2021	Victoria College

APPENDIX B

KEY PERFORMANCE INDICATORS

INDICATOR	2019 RESULT	2020 RESULT	2021 FORECAST	2021 RESULT	2022 FORECAST	COMMENT
Number of new collections (public and private records) accessioned	149	121	150	172	160	<p>The completion and drying out of the new strongroom block at Jersey Archive has meant that there has been a significant increase in the transfer of public records from 30 collections in 2020 to 69 in 2021.</p> <p>Transfers of private collections have continued to increase from 86 in 2019 to 91 in 2020 and 103 in 2021.</p> <p>2022 forecast reflects the continuing transfer of records to the new strongroom and the impact of the compliance audit on public records.</p> <p>Private accessions are forecast to drop slightly following the impact of lockdown home clear ups and Liberation75 both of which led to additional deposits.</p>
Cubic measurement of new collections accessioned	8.1 cubic metres	12 cubic metres	40 cubic metres	72 cubic metres	40 cubic metres	<p>72 cubic metres reflects a significant increase in material transferred when compared with 12 cubic metres in 2020.</p> <p>2022 forecast is based on material that is waiting to be transferred to the new strongroom.</p>
Digital measurement of new collections accessioned	45.8 GB	115 GB	100 GB	211 GB	300 GB	<p>2021 total includes a digital deposit of material from Parish of St Lawrence relating to their Liberation 75 exhibition and digital recordings of interviews relating to the Newall Case.</p> <p>2022 forecast reflects increased transfer of digital material.</p>
Time until Jersey Archive is full	Archive Full	32 years	30 years	29.5 years	28 years	2022 forecast takes into account backlog of collections that are ready to transfer.
Newly catalogued records available online	38,501	46,177	40,000	29,242	40,000	<p>2021 results reflects staff time spent on processing new accessions and reduction to volunteers hours due to Covid-19.</p> <p>2022 forecast assumes volunteer hours returning to a 2019 level.</p>
Number of retention schedules in place	195	191	191	195	195	Government of Jersey reorganisation has led to the creation of some new schedules in 2021.

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INDICATOR	2018 RESULT	2019 RESULT	2020 FORECAST	2020 RESULT	2021 FORECAST	COMMENT
Number of retention schedules reviewed	35	25	29	23	20	All public institutions were contacted with a compliance audit showing schedules due for review in 2021 and date of last transfer of records.
Public Access to Jersey Archive – days open per year	162	118	178	178	208	The Archive was closed under Government Regulations from 5 January to 3 February 2021. We moved from 3 day a week opening to 4 day per week from 17 May. 2022 reflects normal openings and includes a Family History Festival scheduled for September.
In person visits to Jersey Archive	2,713	1,245	1,500	1,534	1,750	2021 shows continued impact of Covid-19 and growth in use of the online catalogue. 2022 forecast expects an increase in tourist visits but also reflects continued growth in online traffic.
Online catalogue visits	86,968	212,184	250,000	320,403	320,000	Significant increase in online catalogue use during lockdown has continued through to the end of 2021. 2022 forecast aims to sustain use at current level as we move to a new cataloguing and online system.
Distance enquiries	3,542	3,776	3,500	3,662	3,500	Sustained level of distance enquiries in 2022.
Attendance at archive talks	2,114	1,870 listened live 1,682 listened at a later date	1,000 live 1,000 at a later date	293 in person 1,870 listened live 1,682 listened at a later date	1,000 live 1,000 at a later date	2021 results include two large online talks given on the sustainability of the archive strongrooms to the Archives and Records Association Conference and The National Archive Conference. 2022 results reflect cautious return to in person events and no live webinars.

APPENDIX C ARCHIVE FUNDING

Jersey Heritage receives an annual grant from the States of Jersey to run a wide of range of services including the provision of an archive. Jersey Archive is an integral part of Jersey Heritage and the public of Jersey benefit from the overall synergies between the provision of archive, historic environment and museum services. Synergies include central support services across the organisation such as buildings

maintenance, collections management, finance and human resources. As a result of these shared central costs it is difficult to give a definitive stand-alone figure which reflects the exact cost of running the Jersey Archive service. However, the table below gives an indication of spend in different areas of the Archive services operations.

AREA	2019 ACTUAL SPEND	2020 ACTUAL SPEND	2021 ACTUAL SPEND
Building Maintenance – Jersey Archive	£14,855	£15,378	£12,101
Conservation, Preservation and Packaging Materials	£14,231	£23,886	£23,886
Digital Preservation System		£12,800	£21,508
Digitisation of Records			£5,162
Disaster Planning	£664	£797	£1,312
Documentation and online development	£8,350	£7,209	£13,910
Environmental Costs and Maintenance of Building Management System – Jersey Archive	£2,636	£5,190	£13,860
Gardening and Cleaning	£6,998	£7,819	£9,993
Heat, Light and Water	£31,600	£30,423	£32,186
Interpretation, Public Services and Support Costs	£3,983	£6,759	£2,957
Marketing			
Permanent Staff	£413,828	£503,809	£606,814
Security	£1,512	£10,448	£2,014
Events	£6,446	£2,139	£2,234
Total	£505,103	£626,657	£747,148

This table does not include IT, telephones and computer support costs, insurance and rates and training costs which are all held centrally.

Archives sit at the heart of our
collective understanding: who we are,
where we came from, and, indeed,
where we are going.

Archives Unlocked, The National Archive

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