

2025 Annual Archivist's Report

Rapport Annuel de l'Archiviste 2025

On the work of Jersey Heritage and the Archivist
under the Public Records (Jersey) Law, 2002



Contents

Introduction	3	Records Opened, January 2025	18
Records Advisory Panel	4	Management And Oversight	19
Public Records (Jersey) Law 2002	5	Appendix A Retention Schedules by Department	20
Identification Of Archives	6	Appendix B Public Records transferred in 2025	27
Case Study - Retention Schedule Review	7	Appendix C Key Performance Indicators	35
Transfer Of Archives	8	Appendix D Archive Funding	37
Case Study - Public Health Records	9		
Conservation, Preservation and Security	10		
Case Study - Conservation of St Luke's School Plans	11		
Environmental Conditions	12		
Cataloguing and Indexing	13		
Case Study - de Gruchy-Pallot Family Archive	14		
Access to Archives	15		
Case Study - Enquiries	16		
Case Study - Change Minds	17		

Introduction

Archives allow us to trace the collective history of our Island, our communities and our people. They provide evidence of key events in our lives, both at a personal level through records such as school registers and through national and international events that impact us such as the Second World War and Occupation or more recently the Covid pandemic. Archives chart the stories of our social, cultural, political and economic development. They act as a lesson from the past to take into the future.

Archives are also a key part of Government of Jersey accountability. The Archive team is independent from Government but works closely with each Government department to identify relevant records to be transferred to Jersey Archive. These records reflect the decisions, functions and policies of Government. In 2025, we worked with departments across Government to review 38 retention schedules and transfer 24.5 cubic metres – over 1,700 boxes – of records to the Archive building.

In 2025, over 260,000 digital files were transferred to the custody of Jersey Archive and placed in our secure digital preservation system. This was a 1,900% increase on the 13,000 digital files transferred in 2024 and reflects the change from physical archives to born digital files. Part of our role is to continue to preserve the information in these files for future researchers and as this change continues, we will ensure that our digital preservation system has the capacity to preserve these unique documents.

The significant success in transfer of physical and digital records puts pressure on our ability to fully catalogue these collections as staff are dealing with the transfer and ingest of thousands of boxes of records and digital files each year. We ensure that both physical and digital records are safe in storage and basic descriptions of collections are placed online to facilitate access as an initial step. However, it should be noted that with current staff levels, cataloguing backlogs are increasing. Working with Arm's Length Bodies under the amended Public Records Law (approved by the States Assembly in February 2026) will increase the transfer of material and put further pressure on cataloguing.

In 2025, we continued to promote the work of the Archive and the records we hold by running talks, tours, education and reminiscence sessions, reaching over 2,700 individuals and answering nearly 3,500 written queries into the records we hold.

We continued to develop our staff, supporting training programmes in conservation, archive administration and records management. This training is key to developing the next generation of heritage professionals for the Island. The Archive team work alongside a group of over 40 volunteers who help with preservation, indexing and scanning projects and contribute over 3,370 hours a year to the work of the service.

In early 2026, the Public Records Law amendments mentioned above were debated and passed by the States of Jersey. This will lead to a clear list of Arm's Length Bodies who will come under the Law. A major goal for 2026/7 will be for the team to support these bodies in complying with the Law by developing retention schedules and transferring records to Jersey Archive.

Linda Romeril

Deputy Chief Executive and Archives and Collections Director, Jersey Heritage, April 2026

Records Advisory Panel



I would like to begin by paying tribute to my predecessor, Mrs Anne Harris, who served eight years on the Records Advisory Panel, of which the last three years were as Chairman. She achieved much in her time and we are grateful to her.

The volume of physical records transferred to Jersey Archive in 2025 fell back from 2024's peak but still represented over 24.5 cubic metres or 1,700 boxes. On the other hand, the transfer of digital records amounted to 260,000 electronic files, a massive increase in the number of electronic files transferred in the previous year. This trend - towards a greater percentage of digital records - can only be expected to increase over time. That said, the cleaning repackaging and accessioning of physical material takes time and, to quote my predecessor: 'With the current quantities of material being transferred, there is an impact on the cataloguing backlog which it is important to ameliorate through a sustained level of funding for the professional staff at the Archive.'

Public access to the Archive and engagement with the public are important aspects of Jersey Archive's work. There were 450,000 visits to the online catalogue in 2025 and 3,450 written enquiries. Over 2,700 people attended Archive tours and talks in 2025 and there were over 2,500 in-person visits to the Archive.

2026 will present new challenges. The amendments to the Public Records (Jersey) Law will come into effect and approximately 48 Arm's Length Bodies will come into scope. In addition, the Archivist's duties have been extended.

Finally, I would like to draw attention to the 'Change Minds' case study in the Archivist's report. Apart from being a fine example of knowledge transfer between locations (in this case, the Norfolk Record Office and Jersey Archive), it is an excellent demonstration of how an archive can assist people suffering from mental illness.

I thank my fellow Panel members for their support and advice in 2025 and on their behalf, I offer my thanks to the Archivist and her staff for their dedication and professionalism.

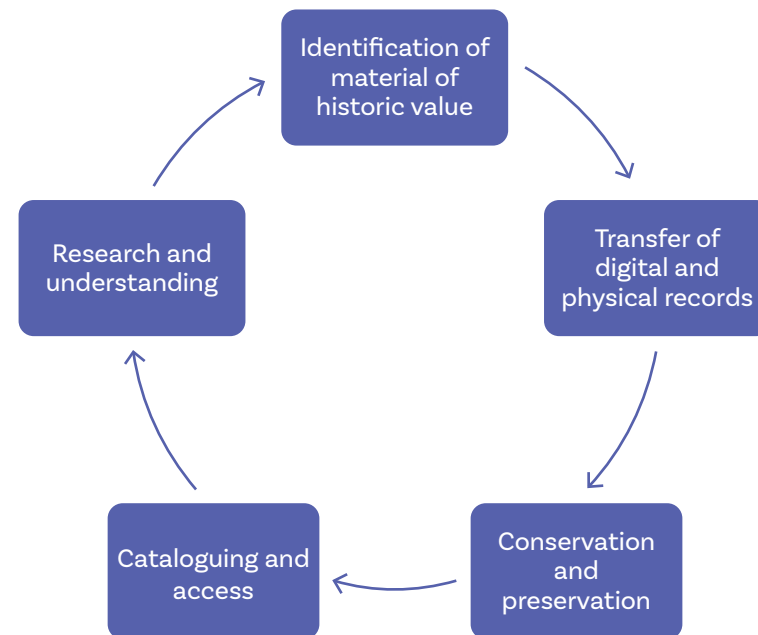
Clive Jones
Records Advisory Panel Chair, April 2026

Public Records (Jersey) Law, 2002

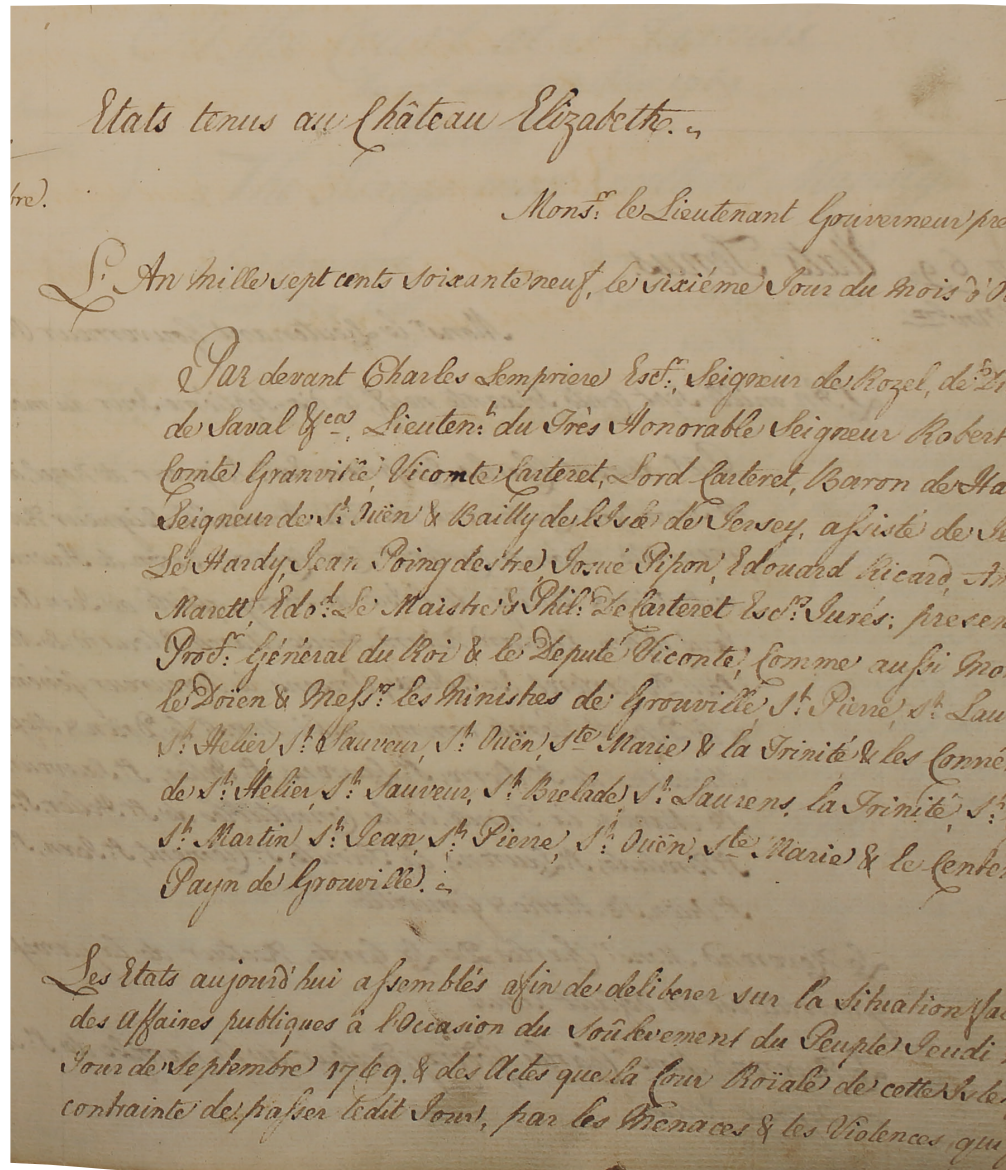
The Public Records (Jersey) Law, 2002 places certain duties on Jersey Heritage Trust, the Archivist employed by the Trust, the Records Advisory Panel and public institutions who fall under the Law.

In 2025, the Archivist and Chair of the Records Advisory Panel worked with representatives from the Government's Economy Department, the Law Officers' Department and Legislative Drafting Office on amendments to the Law proposed by the Records Advisory Panel. This included a review of the public institutions covered by the Law and the introduction of a Code of Practice for institutions to better define their duty of records management. The amendments also update the principal mandatory duties of the Archivist and include a mechanism for breach reporting from the Records Advisory Panel to the Minister. The amended Law was lodged in 2025 and was debated and approved in February 2026.

The Law sets out the Archivist's duty to review, select and identify which records should be retained as part of the permanent story of the Island. It is the public institution's duty to arrange for these records to be transferred to the custody of Jersey Heritage and the Trust's duty to maintain a public records office for the safe keeping of the records. The Archivist is then responsible for managing the records and making them available to the public. This report looks at the key areas of identification, transfer, preservation, cataloguing and access to archives.



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 public institutions and subject specialists to select which records we should retain to continue to tell Jersey's unique story.

The tool 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 should be confidentially disposed of or transferred to Jersey Archive for permanent retention. Retention schedules are agreed and signed off by the public institution and the Archivist.

The Law is format neutral and therefore covers both physical and digital records. It defines public records as any record(s) that have been created or received by a public institution in the performance of its functions. 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.

Case Study - Retention Schedule Review

Each year, the team at Jersey Archive carry out a compliance audit which looks at each Government department, the functions and sections of that department, the retention schedules in place and their last review date. The audit also highlights the last time that records were transferred to the Archive. Generic retention schedules and schedules for Arm's Length Bodies are currently not included in the main audit.

In 2025, 38 retention schedules were reviewed by the team at the Archive and the public institution involved and signed off by the Archivist and Departmental Public Records Officer. A further 11 schedules are currently undergoing review. Changes in the structure of Government, transfer of responsibilities between departments and the way in which we work mean that regular reviews of the retention schedules are essential to ensure that all records series are included. We recommend that schedules are reviewed at least every five years or sooner if new systems are put in place or responsibilities change.

Across the main Government departments there are now 122 retention schedules in place and 80% of these have been reviewed or created within the last five years.

Appendix A shows a full list of retention schedules in place for each department and the date that they were last reviewed.



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 2025, 24.5 cubic metres of physical records were transferred to Jersey Archive, a return to a more standard rate of physical transfers after 2024, which saw over 60 cubic metres transferred. This represents over 1,700 boxes of archival records and includes records from the States Greffe and Children, Young People, Education and Skills, Health and Infrastructure and Environment Departments.

There were 41 transfers of digital collections in 2025 consisting of over 260,000 electronic files. This is a significant increase compared to the 13,000 electronic files transferred in 2024. Digital transfers included public consultations from Strategic Policy, Planning and Performance, digital Acts of Court from the Judicial Greffe and Public Health records, including promotional campaigns and Senior Management Team minutes.

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 number of records transferred and the location of the collection in Jersey Archive's strongroom or on our digital preservation system, Preservica. 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 collections of public records transferred in 2025 can be viewed at Appendix B.

Case Study - Public Health Records

In 2025, Public Health carried out a significant review of their digital files, using their retention schedule to identify material of historic significance that was due to be transferred to the Archive. As a result of the review, nearly 10,000 files were transferred to the Archive showing the key strategies, campaigns, policies and challenges of the department from the late 1990s to the present day. Files that were transferred included campaigns such as cervical screening, vaccination impact projections and records relating to Ebola and Swine Flu.

Nearly 7,000 files were transferred relating to the Covid-19 pandemic, including records from the Medical Officer of Health, briefing documents, presentations, research and statistics. Whilst many of these documents are currently closed to the public due to the personal nature of the information they contain, they are a vital part of the story of the Island's response to the pandemic and will be an incredibly valuable source for researchers in the future.

The digital files transferred by Public Health have all been placed into our digital preservation system, Preservica. It acts as a digital strongroom, securely preserving the digital records and monitoring for file format obsolescence so that we can ensure that the files can still be read by future researchers. When digital records are transferred, we also create hash values – unique numeric values which identify data, ensure the evidential nature of the documents and can identify any alterations to the original record.



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 and following amendments to the Public Records Law is now a statutory function. Our preservation programme includes the cleaning and repackaging of documents that can arrive at the Archive with live mould, insect infestations and surface and ingrained dirt. With over 1,700 boxes of material arriving at the Archive in 2025, the preservation process has a significant impact on staff time.

In 2025, the Conservation team continued their detailed treatment and repair of documents with the aim of bringing unusable documents back into public access and ensuring their long-term preservation. We also continued our conservation programme of external book binding, working with Sycamore Bookbinding. Over the course of the year, 54 documents were treated, either in-house or by Sycamore.

The items conserved included plans of St Luke's School, school minute books, planning registers, hospital registers and Almorah Cemetery burial registers.

Case Study - Conservation of St Luke's School Plans

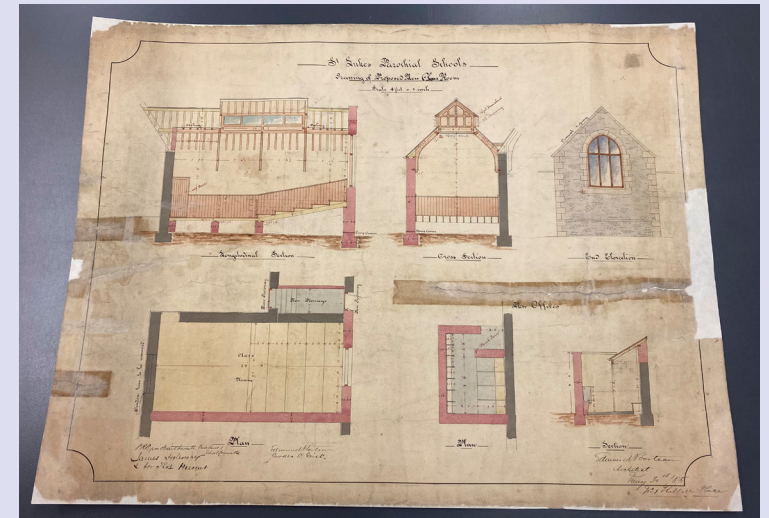
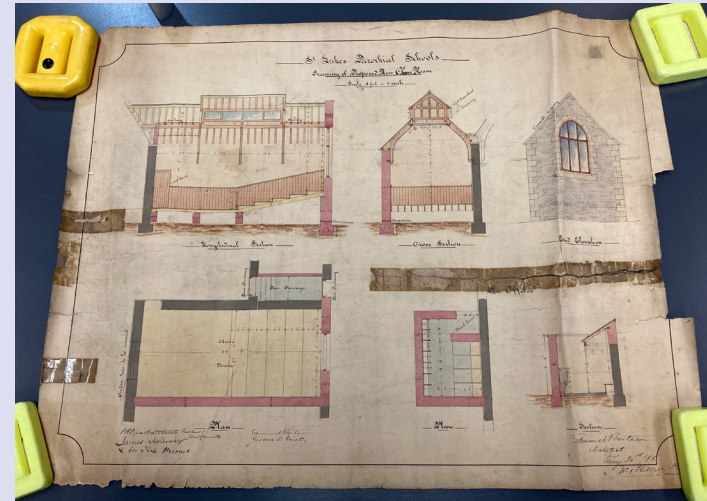
In 2025, four plans of St Luke's School dating from 1885 were conserved. One of the plans (plan 4) had been torn in multiple places in the past and was covered with parcel tape, which produced a dense dark brown staining. The left-hand side of the bottom edge of the plan had many small sections missing and minor vertical tears. The paper was splitting in places along the iron gall ink border. Extensive surface dirt was present on both recto and verso of the plan.

All four plans were dry cleaned to remove the surface dirt and allow for digitisation. The brown parcel tape was then removed from plan 4 and the tacky residue removed with a crepe eraser and cotton buds dipped in acetone. The plan was humidified for 50 minutes, in ten-minute blocks using a Gore-Tex wet pack. It was dried between blotters and under weights.

Repairs were carried on the verso to the extensive tears and prominent folds, which were first supported with seven gsm Tengu tissue to anchor the paper and provide additional support. Large pieces of K37 paper were then shaped and used as support lining pieces for the verso of the plan, avoiding areas with manuscript. K33 paper was shaped and used for infill pieces at the missing sections along

all the edges. All infills and tears were supported on the recto with seven gsm Tengu tissue. All repair papers were adhered with 10% wheat starch paste.

All conservation treatments are carried out following the British Standards approved by the Records Advisory Panel.



Public Records Law Compliance - Environmental Conditions



Storage of records in the correct environmental conditions ensures that the unique archival material we care for can be preserved for future generations of researchers. Records 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-23°C
- Annual average temperature of less than 18°C

The strongrooms at Jersey Archive were built to provide a passive, sustainable way of meeting BS 4971. In 2025, both strongroom blocks met the conditions specified by the British Standard.

Public Records Law Compliance - Access to Archives - Cataloguing and Indexing

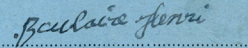
Once records have been accessioned and the basic contents of the collection recorded, they join a list of cataloguing priorities for detailed cataloguing, listing and indexing of each individual file on our online database.

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 our 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.

Public records catalogued in 2025 included the Jersey Post collection, States Greffe legislative and policy files, Government press releases, Jersey Shipping Registers, criminal depositions and Aliens Registration cards. Private collections that were catalogued during the course of the year included the Morley Archive, John and Delphina Coutanche Collection and the de Gruchy-Pallot Family Archive.

J.33659 in. in file of

MALE		REGISTRATION CARD.	
(1) NAME (Surname first in Roman capitals)	(2) IDENTITY BOOK OR REGISTRATION CERTIFICATE.		
BOULAIRE Henri	No. J.25478 J.B.355.		
ALIAS	Date. 24 June 1946		
	Issued at. Jersey.		
(3) NATIONALITY	French	Born on 7.7.1924	in Trégueux, C du N.
(4) PREVIOUS NATIONALITY (if any)	English (Married)		
(5) PROFESSION or OCCUPATION	Farm work	(6) Arrived in U.K. on	7/6/1946
(7) Address of last residence outside U.K.	Yffiniac, C du N.		
(8) GOVERNMENT SERVICE.	(10) PHOTOGRAPH.	(11) SIGNATURE OR LEFT THUMB PRINT	
			
(9) PASSPORT or other papers as to nationality and identity.			
F.P.No.723, St. Brieuc, 18.5.1946.			
N.F.P.No. 15, Jersey, 16.1.48.			

Case Study - Cataloguing and Indexing - de Gruchy-Pallot Family Archive

The de Gruchy-Pallot Family Archive shares the story of Charles and Annie Pallot (née Giffard) and their six children and was transferred to Jersey Archive in 2025 from the University of Alberta, Canada, at the family's request. The earliest document in the collection, an inheritance contract, dates to 1397 and is now among the earliest records held at Jersey Archive.

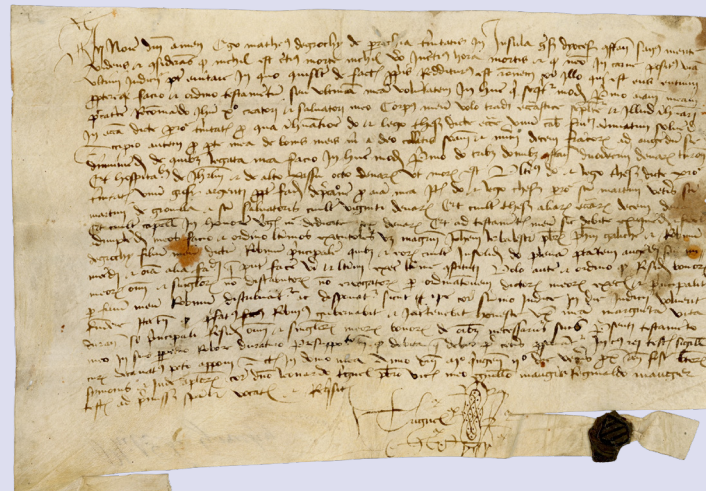
The records run from the 14th century to the post-Liberation years in Jersey and include the story of military nurse and midwife Adèle Haarseth (née Pallot), who was awarded medals for her work during the Anglo-Boer War and the First World War.

The de Gruchy-Pallot collection, which shows the family's changing fortunes over the years, first came to the attention of Jersey Heritage when Herb Reynolds, a Canadian descendant of the Pallots, contacted Jersey Archive in 2025. His family were also descended from the de Gruchy family and had emigrated to Canada with a number of documents relating to the Pallot, de Gruchy and Giffard families in Jersey.

In the 1970s, the documents were donated to the University of Alberta alongside more recent family material relating to Canada. Herb and his

cousins agreed that the Jersey collection would be better appreciated at Jersey Archive and started conversations with the University of Alberta Archive to transfer the collection back to its native soil.

After speaking to Herb, the team at the Archive contacted Alberta and arranged for the transfer of this unique and important family collection to Jersey Archive, where it has been catalogued and is publicly available to view. The family have also donated early contracts that they retained, some of which date back to the 14th century and are a wonderful addition to the Archive.



Public Records Law Compliance - Access to Archives

In 2025, over 2,500 members of the public visited the Jersey Archive building to carry out in-person research into the records we hold. In September 2025, we reviewed our opening hours and now provide access to the archives throughout the day, having previously closed during the lunch hour. Research topics varied from house and family history to Occupation and Liberation research.

The Archive is also used by construction firms, legal firms and the local media. The staff at Jersey Archive continue to provide a high-quality service and some of the comments received through the year are listed below:

'On our first visit to Jersey recently we visited the archive centre where all the staff we met were very friendly and helpful. Before we started our research we needed a little guidance to find the documents required and [staff member] was exceptionally helpful and knowledgeable and nothing was too much trouble. She made the task effortless and very enjoyable and it was a pleasure to meet her. She is definitely an asset to the centre. Thank you for all your help. We would highly recommend anyone wanting to research family or history on Jersey to visit the centre.'

'Your customer service is exceptional and much appreciated.'

'I would like to thank you and your team for all the help and hard work that you've given in helping us to discover as much as has been possible of the fate(s) of this little family.'

The Jersey Heritage Online Catalogue continues to be a key tool for members of the public to use to access information about and digital copies of our collections. The catalogue holds over a million images of the records held at Jersey Archive and allows people to access the collections at any time of day and from wherever they are in the world.

Our subscriber base for the catalogue continues to be steady at about 900 individuals, with a number of people using the pay-per-view options. This provides an annual income which supports two part-time digitisation posts and allows us to digitise and develop access to more of the collections.



Case Study Access - Enquiries



In 2025, the team at Jersey Archive responded to 3,479 enquiries from members of the public, academic researchers, local and national media, legal and construction firms and public institutions.

We regularly work with local and national media, discussing historic events such as Liberation and providing access to records at the Archive to illustrate visual media. In 2025, we worked with the media on 43 separate occasions and provided over 150 publication reproduction copies of the material in our care. This included assisting with a Channel 4 two-part documentary on Jersey's Occupation with in-house filming and use of images from the Archive collections.

Enquiries from public institutions, included Freedom of Information requests, queries into departmental records and requests for records management and conservation advice. We work closely with the States of Jersey Police on historic cases and last year provided access to photographs, plans and documents, such as school records, which were then used as evidence in court cases.

Case Study Access - Change Minds

The Archive's outreach programme is a significant part of our work. Over 2,700 individuals attended Archive talks, tours, education and reminiscence sessions and workshops during 2025. This part of our work allows us to go out into the community and reach groups who might not normally interact with archive material. It is an important part of telling Jersey's stories to a wider audience.

In 2025, Archive staff ran a 'Change Minds' project for the first time. 'Change Minds' originated at the Norfolk Record Office and celebrates the power of history, creativity and community to support people living with mental illness.

In September, a group of Islanders living with mental illness started meeting at the Archive to take part in the local project, which was organised by Focus On Mental Illness and Jersey Heritage, supported by the Jersey Community Foundation.

The first six weeks of 'Change Minds' involved participants learning about the work and records of Jersey Archive as well as choosing a person who was admitted to St Saviour's Hospital in the 19th century to research. The second half of the project saw the group react creatively to what they had discovered.

'Change Minds' finished with a celebration and exhibition, which showcased participants' work at Jersey Archive.



Records Opened - January 2025



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 2025, 744 files were due to be reviewed and in January 2025, 79% of these records were opened to public access.

Records opened to the public after 100 years included the St Helier arrest register from 1923-1925. The register includes details of those arrested in the parish, their place of birth and age, the crime they were alleged to have committed, who arrested them, witnesses and the outcome of the case. Many of the arrests were for theft, assault, intemperance or driving offences but there are some more unusual crimes mentioned in the register.

On 30 August 1924, Joseph Roberts or 'Montana Bob' from America was charged with cruelty to a horse. Roberts was in the Island as part of the evening fete of the Grand Summer Exhibition held on 29 August at the Royal Jersey Agricultural and Horticultural Society's Showground.

His show was advertised as a 'unique attraction' and the 'sole appearance in the Island of the famous cowboy Montana Bob and a troupe of cowboys in a rodeo display'. The display was to include pony express, trick riding and trick roping. Unfortunately, the day after the evening fete the papers report that Jersey's first rodeo was 'a fiasco', with a horse bolting, spectators injured, alleged cruelty to a horse and Montana Bob arrested.

The newspaper reported: 'The cowboys came, they saw, but they certainly did not conquer.'

It would appear that the horses belonging to the party did not arrive and so they had to hire animals in the Island that were not used to stunt riding. This led to a disappointing performance and a runaway horse that jumped over the crowd, kicking the Evening Post reporter, Mr Troy, on the leg. Montana Bob himself was charged with spurring a horse 'out of all reason' and was eventually fined £1.

The Public Instruction Committee minutes from 1923-1925 are also now open to the public and include details of payments for apprenticeship schemes. On 14 January 1925, the Committee decided to give Mary Ellen Picot, mother of John Raymond Picot, five shillings per week to support John's apprenticeship as a carpenter with J V de Gruchy. The payment was to be made for a period of three years whilst John completed his apprenticeship.

The scheme did not only cater for boys. On 12 June 1925, Irene Maud Le Clercq's mother was given five shillings per week to support her daughter's apprenticeship in dressmaking with Mademoiselle Hubert. In the same month, Herbert Stanley Amy was apprenticed as a carpenter and his marriage entry from 1937 shows that 12 years later, he was still working in the same profession.

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. In 2025, three new Panel Members were appointed by the Minister and sworn in under the Public Records Law. Clive Jones was appointed as Chair of the Panel by the Minister in December 2025.

The Panel met four times in 2025 and agenda items included the recruitment of new members, the amendments to the Public Records (Jersey) Law, the annual compliance audit and the Archivist's Annual Report for 2024. The panel also approved the following standards under which Jersey Heritage and the Archivist should operate, as part of their duties under article 12 (2) of the Law:

- BS 4971:2017 - Conservation and care of archive and library collections
- EN 16893:2018 - Conservation of Cultural Heritage - specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections
- The National Archives Accreditation scheme

The Government's Head of Information and Data Security attended the September meeting of the Panel to give an update on records management within the Government and plans for future developments.



Appendix A

Retention Schedules by Department

Department/Section	Last Sign Off	Next Review Due	Notes
--------------------	---------------	-----------------	-------

Cabinet Office

Chief of Staff	Jun-23	2028	People Directory draft in place December 2023 waiting for sign-off.
Ministerial Support Unit	Sep-24	2029	
Communications Unit	Jun-22	2027	
Freedom of Information	Jun-23	2028	
Corporate Records Management			
Health and Safety	Oct-14	2019	Corporate Records Management draft in place from 2021.
People and Corporate Services	Aug-24	2019	
Information Services	Feb-19	2029	
Modernisation and Digital - JerseyMe	May-22	2024	
People Directory	Draft in place Dec-23		
SPPP Central Retention Schedule	Jan-24	2029	

Children, Young People, Education and Skills

Policy and Planning (CYPES)	Aug-19	2024	
Children and Early Years Service	Aug-19	2024	
Directorate	Aug-19	2024	
Inclusion and Early Intervention	Aug-19	2024	
Standards and Achievement	Aug-19	2024	
Jersey Youth Service	Dec-18	2023	
Primary and Secondary Schools	Nov-23	2028	

Appendix A

Retention Schedules by Department

Department/Section	Last Sign Off	Next Review Due	Notes
--------------------	---------------	-----------------	-------

Children, Young People, Education and Skills (CYPES)

Highlands College	Sep-22	2027	
L'Office du Jèrriais	Mar-23	2028	
Jersey Music Service	Mar-24	2029	
Skills Jersey	Aug-19	2024	
CYPES Generic	Aug-19	2024	
Governance	Aug-19	2024	
Children's Social Care and Children and Adolescent Mental Health Services (CAMHS)	Jul-22	2027	
Children and Family Hub Service	May-23	2028	
Jersey Library	Feb-22	2027	

Employment, Social Security and Housing

Income Support	Mar-22	2027	
Enforcement	Feb-24	2029	
Finance - Cashiers	Apr-22	2027	
Pensions	Dec-24	2029	
Governance	Feb-26	2031	
Back to Work	May-22	2027	
Operational Support/Scanning	Jul-24	2029	

Appendix A

Retention Schedules by Department

Department/Section	Last Sign Off	Next Review Due	Notes
Customer and Local Services			
Acceptable Behaviour	Mar-22	2027	
Long-Term Care	Aug-23	2028	
Learning and Development	Apr-22	2027	
Change and Projects Team	Jan-22	2027	
Housing Control	Feb-22	2027	
People Hub	Feb-22	2027	
Health Team	May-25	2030	
Critical Support Team	Apr-22	2027	
Customer Experience	Jan-26	2031	
Spend Local	Jan-22	2027	
Housing Advice and Support Services	Jun-24	2029	
Business Licensing	Jan-22	2027	
Affordable Housing Gateway	Aug-23	2028	
Back to Work Recruitment	Jun-22	2027	
Crematorium	May-22	2027	
Contribution Tier 1	Nov-22	2027	
Chief Officer	Jun-24	2029	
Workwell	Aug-24	2029	
Service Hub	Jun-24	2029	
Local Services	Jan-26	2031	

Appendix A

Retention Schedules by Department

Department/Section	Last Sign Off	Next Review Due	Notes
Economy Department	Dec-25	2030	
External Relations	Mar-26	2031	
Health and Community Services			
NHS Retention Schedule	Jan-21	2026	Agreed to use NHS schedule in 2021 but working on a Jersey version which will include Adult Services. Draft in place October 2023.
Adult Services			
Strategic Public Health Unit (Public Health)	May-25	2030	
Public Health – Corporate Operations	Feb-25	2030	
Infrastructure and Environment			
Office of the Director General			
Head Office	Oct-25	2030	
Natural Environment Group			
Animal Health and Welfare (Veterinary)	Jul-24	2029	
Jersey Met	Jul-24	2029	
Biosecurity	Dec-25	2030	
Marine Resources	Dec-24	2029	
Land Resources Management	Jul-24	2029	
Sustainability and Climate Change Engagement	Jan-24	2029	
Regulation			
Development and Land	Aug-24	2029	
Environmental and Consumer Protection	Jul-25	2030	
Driver and Vehicle Standards	May-25	2030	
Crematorium	Jul-25	2030	

Appendix A

Retention Schedules by Department

Department/Section	Last Sign Off	Next Review Due	Notes
Infrastructure and Environment			
Operations and Transport Group			
Highways and Transport	Dec-25	2030	
Engineering and Development	Dec-25	2030	
Operational Services	Mar-22	2027	
Technical Support Services and Fleet Management	Dec-25	2030	
Solid Waste Disposal and Management	Feb-26	2031	
Liquid Waste Management	Dec-25	2030	
Parks and Gardens	Mar-25	2030	
Operational Improvements	Dec-25	2031	
Jersey Car Parks	Mar-26	2031	
Technical Support Services – Projects	Jan-26	2031	
Property and Capital Projects Group			
Property Holdings	Nov-24	2029	
Markets	Nov-24	2029	
Sport Operations			
Sport	Jan-24	2029	
Judicial Greffe			
Magistrates & Petty Debts Court	May-15	2020	
Samedi Division	May-15	2020	
Public Registry	May-15	2020	
Family Division	May-15	2020	
Master	May-15	2020	
Probate	May-15	2020	
Court of Appeal	May-15	2020	
Employment Tribunal	May-15	2020	
Administration Services	May-15	2020	
Jersey Legal Information Board	May-15	2020	
Finance	May-15	2020	

Appendix A

Retention Schedules by Department

Department/Section	Last Sign Off	Next Review Due	Notes
Justice and Home Affairs (JHA)			
JHA Directorate	Feb-25	2030	Draft schedule for Office of the Superintendant Registrar currently under review.
Customs & Immigration - Management	Oct-24	2029	
Customs & Immigration - Passports	Oct-24	2029	
Customs & Immigration - Immigration	Oct-24	2029	
Customs & Immigration - Revenue and Goods Control	Oct-24	2029	
Customs & Immigration - Administration	Feb-25	2030	
Customs Administration	Oct-24	2029	
Customs & Immigration - Officer Safety	Oct-24	2029	
Customs & Immigration - Training and Compliance	Oct-24	2029	
Customs & Immigration - Frontiers	Oct-24	2029	
Customs & Immigration - Investigations	Oct-24	2029	
Customs & Immigration - Intelligence	Oct-24	2029	
Fire & Rescue Service	Feb-25	2030	
HM Prison La Moye	Feb-25	2030	
Police including JMPPA	Jan-25	2030	
Jersey Field Squadron	Sep-21	2026	
Health and Safety Inspectorate	Feb-25	2030	
Registrar's Office	Jun-19	2024	
Independent Prison Monitoring Board	Feb-25	2030	
Criminal Injuries Compensation Scheme	Feb-25	2030	

Appendix A

Retention Schedules by Department

Department/Section	Last Sign Off	Next Review Due	Notes
Law Officers' Department	Feb-26	2031	
Parishes	May-21	2026	
Probation and After-Care Service	Jul-24	2029	
States Treasury and Exchequer			
Treasury and Exchequer	Jan-24	2029	
Revenue Jersey	Nov-24	2029	
Finance - Cashiers	Nov-24	2029	
Office of the Lieutenant Governor	Nov-24	2029	
Receiver General	Jan-25	2030	
Bailiff's Chambers	Apr-26	2031	
States Greffe	Jan-24	2029	
Law Drafting Office	May-23	2028	
Viscount's Department	Jul-24	2029	

Appendix B

Public Records Transferred in 2025

Accession Number	Accession Date	Description	Transferring Institution
JA/4368	18/02/2025	Bel Royal School additional deposit. Includes: admission register 1993-2017; first attendance register used at the school	Bel Royal School
JA/4468	07/10/2025	Children, Young People, Education and Skills Department additional deposit. Includes: files previously stored in the 'Bakehouse'. Includes various Committee and Directorate minutes and filing c1930s-2010s. See Transfer forms for full details	Children, Young People, Education and Skills Department
JA/4482	27/10/2025	Children, Young People, Education and Skills Department additional deposit. Includes: files previously stored in the 'Bakehouse' (second delivery). Includes various Committee and Directorate minutes and filing c1930s-2010s. See Transfer forms for full details	Children, Young People, Education and Skills Department
JA/4483	27/10/2025	Children, Young People, Education and Skills Department additional deposit. Includes: Student files from the Inclusion section	Children, Young People, Education and Skills Department
JA/4531	24/11/2025	Children, Young People, Education and Skills Department additional deposit. Includes: various Committee and Directorate minutes and filing c 1986-2015	Children, Young People, Education and Skills Department
JA/4540	15/12/2025	Children, Young People, Education and Skills Department additional deposit	Children, Young People, Education and Skills Department
JA/4379	03/03/2025	Department for Strategic Policy Planning and Performance additional deposit. Includes various public consultations/results of surveys	Department for Strategic Policy, Planning and Performance
JA/4414	19/05/2025	Department for the Economy additional deposit. Includes: Financial Services documents relating to money laundering, trusts, regulation of pension schemes, insolvency and immovable property, and Jersey contract law, 2016-2020	Department for the Economy
JA/4455	21/07/2025	Department for the Economy additional deposit. Includes: documentation relating to the Moneyval project, 2022-2024	Department for the Economy
JA/4536	09/12/2025	Department for the Economy additional deposit. Includes: Includes: Service Level Agreement with Jersey Sport, 2025	Department for the Economy
JA/4358	15/01/2025	Employment, Housing and Social Security Department additional deposit of Governance documents, 1998-2001	Employment, Housing and Social Security Department
JA/4359	15/01/2025	Employment, Housing and Social Security Department additional deposit of Governance documents, 2008-2012	Employment, Housing and Social Security Department

Appendix B

Public Records Transferred in 2025

Accession Number	Accession Date	Description	Transferring Institution
JA/4465	07/05/2025	Employment, Housing and Social Security additional deposit of Governance documents. Includes: Staff claims policy 2009; Risk Strategy and Control Framework 2017	Employment, Housing and Social Security Department
JA/4353	09/01/2025	Hautlieu School additional deposit. Includes: various publications, mostly 1971-1973, DVDs of sports day 2012 and 50th anniversary dinner and dance, 2003	Hautlieu School
JA/4362	30/01/2025	Hautlieu School additional deposit. Includes: school photographs, 1998-2004	Hautlieu School
JA/4366	07/02/2025	Hautlieu School additional deposit. Includes: Board of Governors' minutes	Hautlieu School
JA/4392	07/04/2025	Health and Care Jersey (previously Health and Community Services) additional deposit. Includes: Digital copies of press cuttings concerning the department, 2009-2015	Health and Community Services Department
JA/4409	07/04/2025	Health Care Jersey (previously Health and Community Services Department) additional deposit. Includes: Family Planning Clinic Statistics 1998-2003, scans of Medical Officer of Health Reports 1939-1947 and scans of Petty Cash Books 1983-2015	Health and Community Services Department
JA/4452	22/07/2025	Health Care Jersey (previously Health and Community Services department), Information Governance additional deposit. Includes: Birth registers, 2019-2024	Health and Community Services Department
JA/4380	25/02/2025	Infrastructure and Environment Department additional deposit. Includes: Land Control files, 1973-2021	Infrastructure and Environment Department
JA/4365	14/02/2025	Natural Environment Department additional deposit. Includes: oversized Ordnance Survey print of an aerial photograph of the Ecréhous, scale 1:7500 enlarged from 1:10,000, 1990	Infrastructure, Housing and Environment Department
JA/4356	19/03/2025	Infrastructure and Environment Department additional deposit. Includes: Planning and building files [planning application files, c2012 onward - listed buildings and buildings in public ownership]	Infrastructure, Housing and Environment Department
JA/4450	17/07/2025	Infrastructure and Environment Department additional deposit. Includes: Planning and building files [planning application files, c2012 onward - listed buildings and buildings in public ownership]	Infrastructure, Housing and Environment Department
JA/4464	26/08/2025	Infrastructure and Environment Department additional deposit. Includes: Planning and building files [planning application files, c2012 onward - listed buildings and buildings in public ownership]	Infrastructure, Housing and Environment Department
JA/4488	30/10/2025	Infrastructure and Environment Department additional deposit. Includes: Planning and building files [planning application files, c2012 onward - listed buildings and buildings in public ownership]	Infrastructure, Housing and Environment Department

Appendix B

Public Records Transferred in 2025

Accession Number	Accession Date	Description	Transferring Institution
JA/4515	07/11/2025	Infrastructure and Environment Department additional deposit. Includes: Planning and building files [planning application files, c2012 onward - listed buildings and buildings in public ownership]	Infrastructure, Housing and Environment Department
JA/4538	11/12/2025	Infrastructure and Environment Department additional deposit. Includes: Planning and building files [planning application files, c2012 onward - listed buildings and buildings in public ownership]	Infrastructure, Housing and Environment Department
JA/4466	05/08/2025	Jersey Care Commission additional deposit. Includes: annual snapshot of Registers and Register of Care Services, 2025	Jersey Care Commission
JA/4457	14/08/2025	Jersey College for Girls additional deposit. Includes: timetables, weekly notices, and staff briefings, September 2024-July 2025	Jersey College for Girls
JA/4399	08/04/2025	Jersey Development Company additional deposit. Includes: large photographic prints by documentary photographer Stacey Yates documenting the old Jersey College for Girls building at La Pouquelaye after it was closed as a school and before it was developed into housing known as College Gardens, c2018	Jersey Development Company
JA/4532	25/11/2025	Jersey Fire and Rescue Service additional deposit. Includes: fire investigation files, c1978-2024	Jersey Fire and Rescue Service
JA/4360	22/01/2025	Jersey Heritage Trust additional deposit of oral history recordings collected by staff during 2025	Jersey Heritage Trust
JA/4376	20/02/2025	Jersey Heritage additional accession. Includes: 'Your Home, Your Story' poster and flyers, 2024	Jersey Heritage Trust
JA/4385	20/02/2025	Jersey Heritage additional accession. Digital filing contained on Toshiba Hard Drive used by the former Community Learning Department of Jersey Heritage. Includes information relating to exhibitions, publications, events, interpretation, staffing, fundraising, images and audio files, c2000s-2010s	Jersey Heritage Trust
JA/4386	20/02/2025	Jersey Heritage additional deposit. Includes: Digital filing contained on various USB drives used by the Curation and Experience Department of Jersey Heritage. Includes files relating to exhibitions, events, commissions, video files and images of sites and collections, c2000s-2010s	Jersey Heritage Trust
JA/4417	26/05/2025	Jersey Heritage Trust additional accession: Files from the Archive and Collections Director and Deputy CEO's office, 1993-2019	Jersey Heritage Trust
JA/4459	01/08/2025	Jersey Heritage Trust additional deposit. Includes: digital files from the administration office, c early 2000s	Jersey Heritage Trust

Appendix B

Public Records Transferred in 2025

Accession Number	Accession Date	Description	Transferring Institution
JA/4477	10/10/2025	Jersey Heritage Trust additional deposit. Includes: comments book from Seymour Tower, August 2006-July 2011	Jersey Heritage Trust
JA/4478	10/10/2025	Jersey Heritage Trust additional deposit of files from the Historic Buildings officer relating to the listing of buildings. Includes information on historic post boxes and manor houses. Includes CDs	Jersey Heritage Trust
JA/4508	04/11/2025	Jersey Heritage Trust additional deposit. Includes: minidisc sound recordings, notes and consent forms for oral history interviews carried out by Emily le Feuvre as part of the 'Preserving the Present' project, 2010	Jersey Heritage Trust
JA/4509	04/11/2025	Jersey Heritage Trust additional deposit. Includes: minidisc sound recordings, notes and consent forms for oral history interviews on various subjects carried out by Stuart Nicolle, 2003-2006	Jersey Heritage Trust
JA/4510	04/11/2025	Jersey Heritage Trust additional deposit of documents on boats in the collection of the Maritime Museum. Includes: shipping registry file for the 'Rival', 1947-1979; documents referring to registration of 'Renown' and 'Diana' 1983; survey on the 'Martlett', 1993	Jersey Heritage Trust
JA/4512	04/11/2025	Jersey Heritage Trust additional deposit of a report on the condition of Elizabeth Castle. Dated 1680 but unknown if original. Thought to have previously been part of the collection of military material previously held by the old Public Works Department	Jersey Heritage Trust
JA/4518	11/11/2025	Jersey Heritage Trust additional deposit. Includes: digital copies of Jersey Heritage publications	Jersey Heritage Trust
JA/4530	21/11/2025	Jersey Heritage Trust additional deposit: Includes: bound copy of the contract of donation for the property 'Plaisance' which later became Howard Davis Park from Thomas Benjamin Davis to the Public of the Island, 1937	Jersey Heritage Trust
JA/4363	31/01/2025	Jersey Office of the Information Commissioner (JOIC) deposit. Includes documents published on the JOIC website, 2006-2025	Jersey Office of the Information Commissioner
JA/4370	24/01/2025	Jersey Telecom additional deposit. Includes: publicity material in the form of television advertisements (3 VHS tapes, 3 data CDs)	Jersey Telecom
JA/4371	24/01/2025	Jersey Telecom additional deposit. Includes: Media releases published on the JT website, 2024	Jersey Telecom
JA/4388	21/03/2025	Judicial Greffe additional deposit of Samedi Division digital documents. Includes Mass11 Converted Docs generally between 1990 and 1997 but also includes some historical documents and indices	Judicial Greffe

Appendix B

Public Records Transferred in 2025

Accession Number	Accession Date	Description	Transferring Institution
JA/4408	29/04/2025	Judicial Greffe additional deposit. Includes: Orders in Council, 1862-1979	Judicial Greffe
JA/4517	11/11/2025	Judicial Greffe - Public Registry additional deposit. Includes: Table 8 covering Livres 25-31, 1694-1719; Index to Table 18 covering 1798-1801	Judicial Greffe
JA/4539	16/12/2025	Judicial Greffe additional deposit of Magistrates' Court records. Includes: Magistrates notebooks; Youth Court Books; charge sheets; Petty Debts Court books and claim summaries, Acts of Court and court lists; c1964-2024	Judicial Greffe
JA/4384	04/03/2025	Health and Safety Inspectorate additional deposit. Includes prosecution files 2016-2019	Justice and Home Affairs Department
JA/4458	25/04/2025	Justice and Home Affairs additional deposit. Includes: Criminal Injuries Compensation Board annual reports, 2023-2024; Jersey Independent Prison Monitoring Board annual reports, 2017-2023	Justice and Home Affairs Department
JA/4470	22/09/2025	Health and Safety Inspectorate additional deposit. Includes: Prosecution files, 2017-2021	Justice and Home Affairs Department
JA/4516	06/11/2025	Health and Safety Inspectorate additional deposit. Includes: Scrapbooks, 1956-2019	Justice and Home Affairs Department
JA/4364	31/01/2025	Les Landes School additional deposit. Includes: Admission register, c1993-2017	Les Landes School
JA/4454	21/07/2025	Les Landes School additional deposit. Includes: Scrap book depicting a visit to a farm, 1993	Les Landes School
JA/4421	12/06/2025	Marine Resources and Fisheries Department deposit. Includes: Various Jersey Fisheries records, 1970-2014	Marine Resources & Fisheries
JA/4460	05/08/2025	Marine Resources and Fisheries Department additional deposit	Marine Resources & Fisheries
JA/4535	10/12/2025	Marine Resources and Fisheries Department additional deposit. Includes - general filing, mainly related to fisheries, c1972-2024	Marine Resources & Fisheries
JA/4451	18/07/2025	Mont à l'Abbé School deposit. Includes: pupil photographs and albums, 1975-1995 (boxes 14-17 using the school's own numbering)	Mont à l'Abbé School

Appendix B

Public Records Transferred in 2025

Accession Number	Accession Date	Description	Transferring Institution
JA/4416	20/05/2025	Office of the Chief Executive additional deposit. Includes: Corporate Parenting Board minutes, agendas, action logs and papers, 2019 - 2022	Office of the Chief Executive
JA/4352	05/01/2025	Parish of Grouville additional deposit. Includes: Driving licence application forms, 2004-2008; rates returns, 2006 and 2011	Parish of Grouville
JA/4496	16/09/2025	Parish of St Brelade additional deposit. Includes: 'La Baguette' parish newsletters 1-60 (not inclusive), 2017-2022	Parish of St Brelade
JA/4495	14/10/2025	Parish of St Helier additional deposit. Includes: photograph album of St Helier decorated for the coronation of King George VI, 1937	Parish of St Helier
JA/4396	07/04/2025	Account book of the Don Gruchy for the Parish of St John, December 1849- April 1866	Parish of St John
JA/4432	10/06/2025	Parish of St Saviour additional deposit. Includes approved rates list, 2025. Includes names of properties and rateable value in quarters	Parish of St Saviour
JA/4472	01/09/2025	Parish of St Saviour additional deposit. Includes: Electoral Register, September 2025	Parish of St Saviour
JA/4354	03/01/2025	Ports of Jersey additional deposit. Includes: media releases, 2025	Ports of Jersey
JA/4403	14/04/2025	Ports of Jersey additional deposit. Includes: video and images of the start of the DFDS ferry service in Jersey	Ports of Jersey
JA/4412	01/05/2025	Ports of Jersey additional deposit. Includes: Air Traffic Control records, 1991-2023, and Jersey Radio log book, department of electronics, March-April 1977	Ports of Jersey
JA/4546	11/12/2025	Ports of Jersey additional deposit. Includes: Appropriation book for official numbers, c1855-1978, numbers 9501-379166, and printed copy of UK Merchant Shipping Act 1854-1852, c1988	Ports of Jersey
JA/4410	02/05/2025	Public Health Services digital records relating to Covid-19 extracted from Microsoft Teams Sites, Channels and Folders, including records from the Medical Officer of Health, briefing documents, presentations, research and statistics, 2020-2025	Public Health Services
JA/4474	03/09/2025	Public Health Services additional deposit. Includes: digital copies of JEP Articles relating to Public Health issues, 2018-2021	Public Health Services

Appendix B

Public Records Transferred in 2025

Accession Number	Accession Date	Description	Transferring Institution
JA/4473	03/09/2025	Public Health Services additional deposit. Includes: digital records relating to Inter Island Public Health Conference, 2015 and Health and Social Services Business Plans, 2009-2015	Public Health Services
JA/4486	05/09/2025	Public Health Services additional deposit. Includes: Vaccine Statistic webpages, Cell Summaries, Data Packs, JCVI Priority reports, Vaccine Impact projections and various Power Point Presentations, 2021-2023	Public Health Services
JA/4487	05/09/2025	Public Health Services additional deposit. Includes: Condom Distribution Scheme, 1997-2012, Cervical Screening Promotion Materials, 2010-2011 and Health Promotion Training Certificates, 2008-2009	Public Health Services
JA/4475	09/09/2025	Public Health Services digital copies of leaflets, posters and fact sheets, 1997-2011 and Senior Management Team Minutes and Agendas, 2003-2012	Public Health Services
JA/4529	19/11/2025	Public Health Services additional deposit. Includes: Digital copies of Medical Briefings, Articles and Press Releases, 1997-2020 and Leaflets and Guides, 2006-2022	Public Health Services
JA/4533	25/11/2025	Public Health Services additional deposit. Includes: Records relating to Ebola, 2014-2019 and Swine Flu, 2009-2020	Public Health Services
JA/4537	11/12/2025	Public Health Services additional deposit. Includes: Strategies and papers, 1997-2018; presentations, 2005-2022; media briefings and press releases, 1997-2019; Ministerial briefing papers, 2002-2016	Public Health Services
JA/4422	20/06/2025	St John's School additional deposit. Includes: Class photographs 2024 Nursery, reception & Years 1-6; Evaluation, moderation and feedback paperwork 2021-2022; School development plan 2019-2020; teaching / curriculum documents 2019-2020	St John's School
JA/4528	21/11/2025	St John's School additional deposit. School development Plans, Evaluation, Moderation and Feedback c. 2007-2021	St John's School
JA/4355	03/01/2025	Government of Jersey internal communications & press/media releases distributed via the States Intranet, 2025	States Greffe
JA/4367	12/02/2025	States Greffe additional deposit. Includes: volumes of signed Ministerial orders, 2017-2019	States Greffe
JA/4411	06/05/2025	States Greffe additional deposit. Mainly includes file relating to the drafting of legislation, c1955-2015. Boxes numbered 1-100	States Greffe
JA/4453	24/07/2025	States Greffe additional deposit. Mainly includes file relating to the drafting of legislation. Boxes numbered 101-199	States Greffe

Appendix B

Public Records Transferred in 2025

Accession Number	Accession Date	Description	Transferring Institution
JA/4462	19/08/2025	States Greffe additional deposit. Mainly includes file relating to the drafting of legislation, 1957-2018. Boxes numbered 200-300	States Greffe
JA/4469	16/09/2025	States Greffe additional deposit. Mainly includes file relating to the drafting of legislation. Boxes numbered 301-400	States Greffe
JA/4527	19/11/2025	States Greffe additional deposit. Mainly includes file relating to the drafting of legislation, c1945-2015	States Greffe
JA/4394	03/04/2025	States of Jersey Police additional accession. Includes: Operation Rectangle files, boxes 17-30	States of Jersey Police
JA/4393	03/04/2025	States of Jersey Police additional deposit. Includes: Sound recordings relating to the Newall murder case, c1987-1994	States of Jersey Police
JA/4445	15/07/2025	States of Jersey Police additional accession. Includes: Operation Rectangle files, boxes 31-38; 58-61 (12 boxes total)	States of Jersey Police
JA/4438	01/07/2025	Statistics Jersey additional deposit. Includes: Parish Profiles for the 2021 Jersey census; reports on the 2021 and 2011 Jersey censuses; statistical digests for 1985 and 1986 with digital copies; digital copies of Statistics review, 2002 and Jersey in Figures, 2003-2014	Statistics Unit
JA/4383	18/03/2025	St James' Church: marriage register	Superintendent Registrar
JA/4395	07/04/2025	Superintendent Registrar's Office additional deposit. Includes: St Mark's Church marriage register, 1970-2001	Superintendent Registrar
JA/4461	13/08/2025	Superintendent Registrar's Office additional deposit. Includes: St John's Church marriage registers, 1985-2001 [incomplete?] & 2002-2017, and St Lawrence Civil & non-Anglican marriage register, 1984-1997	Superintendent Registrar
JA/4463	10/09/2025	Treasury and Exchequer additional deposit. Includes: Various records relating to memorial and prize funds, 1878 - 2015	Treasury and Exchequer Department

Appendix C

Key Performance Indicators

Indicator	2023 Result	2024 Result	2025 Forecast	2025 Result	2026 Forecast	Comment
Number of new collections (public and private records) accessioned	137	185	150	193	190	99 collections of physical and digital public records were transferred in 2025. Transfers of private collections continued to increase from 80 in 2024 to 94 in 2025. Regular articles in the Jersey Evening Post highlighting new collections accessioned to the Archive encourages transfer of private material. 2026 forecast reflects the continuing transfer of public records to the new strongrooms at the Archive and the impact of the amendments to the Public Records Law and introduction of a Records Management Code of Practice.
Cubic measurement of new collections accessioned	44.6 cubic metres	66.5 cubic metres	35 cubic metres	24.5 cubic metres	25 cubic metres	The transfer of 24.5 cubic metres of records shows a return to a more standard rate of physical transfer following the building of the new strongroom block at Jersey Archive and Government move to new premises. 2026 forecast is based on continued transfer of material from States of Jersey Police, States Greffe and Viscount's Department and the clarification of the position of ALBs under the law.
Digital measurement of new collections accessioned	47 GB	65 GB	65 GB	946 GB 261,372 files	100,000 files	2025 total shows a significant increase over the 13,000 digital files transferred in 2024. Transfers included significant amounts of Covid-related data. 2026 forecast assumes that transfer of born digital material will continue to be strong but that we may not receive the quantity of files from one single project/area.
Time until Jersey Archive is full	26 years	24 years	22 years	22.9 years	21.9 years	2026 forecast takes into account collections that are ready to transfer and assumes a total transfer of 25 cubic metres of records. Time is calculated on an average of 25 cubic metres per year.
Newly catalogued records available online	34,465	33,863	35,000	32,819	34,000	2025 figures show the impact of processing, repackaging and cleaning records arriving at the Archive. 2026 forecast recognises that the transfer of large volumes of material to the Archive is likely to continue to cause pressure on staff cataloguing hours.
Number of retention schedules in place	183	173	173	176	190	Government reorganisation led to the introduction of some new schedules in 2025. The increase in forecast for 2026 reflects the start of work with public institutions named in regulations under the amended Public Records Law.

Appendix C

Key Performance Indicators

Indicator	2022 Result	2023 Result	2024 Forecast	2024 Result	2025 Forecast	Comment
Number of retention schedules reviewed	25	55	30	38	45	38 schedules were reviewed and signed off in 2025. This represents a significant amount of work both for the Archive team and public institutions. 2026 forecast reflects the number of schedules due for five-year review in 2025 and prior to this date (see appendix A) and the start of work with public institutions covered under regulations.
Public Access to Jersey Archive – days open per year	204	207	206	206	207	2025 opening was as scheduled. 2026 forecast reflects scheduled opening.
In-person visits to Jersey Archive	2,414	2,538	2,500	2,547	2,500	2025 figures show steady in-person use of the Archive. This includes a number of family history tourists. 2026 forecast reflects the balance between in-person and online use.
Online catalogue visits	339,016	350,741	350,000	454,531	400,000	2025 figures show the continued importance of online use of archive material. There were spikes during Q1/2 of 2025 due to bot activity, but the number of visits is increasing each year. 2026 forecast expects a maintained level of online use but no spikes due to bot activity.
Distance enquiries	2,702	3,084	3,000	3,479	3,400	2025 figures show a continued increase in the number of enquiries dealt with including a significant number of media and reproduction enquiries relating to Liberation80, celebrated in 2025. Enquiries from Government including FOI requests and States of Jersey Police requests were also high in 2025. 2026 forecast assumes this trend will continue but allows for the Liberation80 spike.
Attendance at Archive talks	1,223	2,176	2,000	2,721	2,500	2025 figures show strong attendance throughout the year at outreach events from the Your School, Your Story programme to reminiscence, education and talks and tours. 2026 forecast reflects a new talk programme and continued education and outreach provision.

Appendix D

Archive Funding

Jersey Heritage receives an annual grant from the Government 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	2023 Actual Spend	2024 Actual Spend	2025 Actual Spend
Building Maintenance – Jersey Archive	£94,453	£29,951	£70,499
Conservation, Preservation and Packaging Materials	£39,040	£39,046	£33,623
Digital Preservation System (including move to new system in 2024)	£49,000	£94,331	£54,886
Digitisation of Records	£21,429	£18,886	£20,888
Disaster Planning	£1,063	£910	£921
Documentation and online development (online development coded to IT in 2025)	£8,494	£8,447	£1,092
Gardening and Cleaning	£19,136	£24,287	£25,954
Heat, Light and Water (2023 and 2024 costs included Jersey Museum)	£68,414	£81,898	£44,576
Interpretation, Public Services and Support Costs	£9,030	£6,552	£3,636
Permanent Staff (Social security and pension costs included)	£762,677	£848,871	£924,758
Events	£4,220	£2,046	£1,590
Total	£1,076,956	£1,127,464	£1,182,722

This table does not include IT, telephones, insurance, 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

Jersey Archive,
Clarence Road,
St Helier, Jersey JE2 4JY
Telephone: +44 (0) 1534 833300
Email: archives@jerseyheritage.org