

# **STATES OF JERSEY**



## **PUBLIC RECORDS (JERSEY) LAW 2002: REPORT ON THE APPLICATION OF THE LAW DURING 2003**

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**Presented to the States on 30th March 2004  
by the Education, Sport and Culture Committee**

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**STATES GREFFE**

# REPORT

## Introduction of the Law

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

The purpose of the Law is to ensure the preservation of the Island's public records. Its key Articles relate to–

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

To introduce the Law to the departments and other public institutions in the Island, all Chief Officers were invited to an introductory presentation in September. At the same time that all departmental data protection officers were informed of this opportunity, they were encouraged to ensure that their Chief Officer acted on the invitation. Many Chief Officers attended the presentation, often accompanied by the officer appointed as public records officer within the department.

Some departments have well-established links with the archive service; others do not. Some have invited the Archivist to address their committee/management team directly. The Chief Executive of Policy and Resources invited the Archivist to address the Corporate Management Board in January 2004 to ensure that all Chief Officers in the Executive understood their responsibilities under the Law, particularly the requirement to institute good records management practices and appoint a public records officer to work with the Archivist.

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

## Formalities

### The Archivist

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

### Records Advisory Panel

The 5 people invited to sit on the panel were formally appointed by the Committee for Education, Sport and Culture in October and sworn in before the Royal Court on 12th December 2003. They are Henry Coutanche, John Kelleher, Derek Maltwood, Ann Perchard and Jack Worrall. The first meeting took place on 16th December.

## Communications

Throughout the year the Archivist has worked with her colleagues in the Jersey Heritage Trust and the Education, Sport and Culture and Computer Services Departments towards the installation of access to the States Intranet at Jersey Archive. The service was delivered on 5th December 2003. It will enable her to communicate with

departments directly by e-mail and via the records management site on the Intranet.

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

The Archivist has also been working closely with the Data Protection Office. There is common ground in the 2 Laws; working together through departmental dataprotection officers and public records officers will provide a more efficient service.

### **Transfers of records**

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

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

### **2004**

The Archivist proposes –

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

The Archivist is very grateful to her staff, particularly Linda Myers and Tim Oldham who work in records management with her, for all the good work undertaken with public records in the past 15 months. She is also grateful to her colleagues within States Departments who have helped her in the initial stages of the application of the Public Records (Jersey) Law 2002, particularly David Greenwood, Diana Booth and Lesley Le Bailly in Education, Sport and Culture, Jeremy Harris in Policy and Resources, Emma Martins in the Data Protection Office and Tony Merren, Chris Cann and David Brown in the Computer Services Department.

**Sue Groves**

**Head of Archives and Collections  
Jersey Heritage Trust  
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