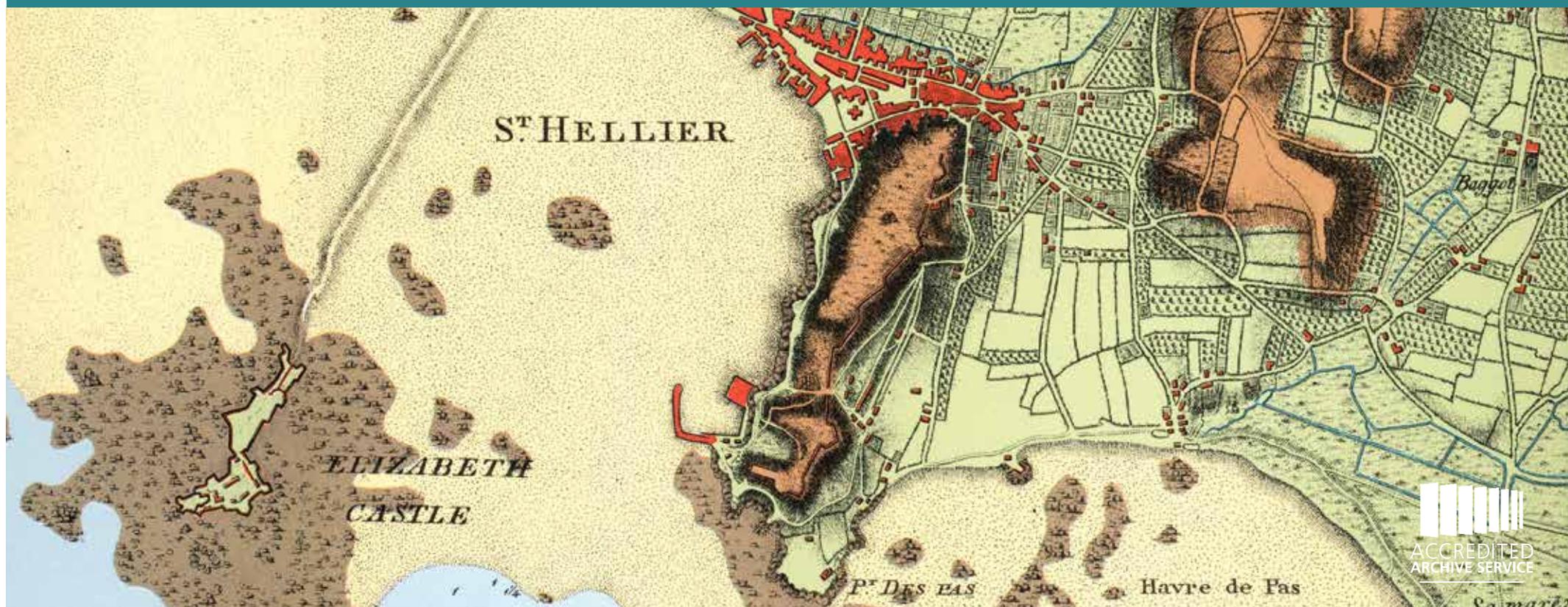


Conserving our Island story

2018 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 important; they tell us the stories of our past, record our present and provide direction to allow us to move forward. They are a window on the world, preserving our culture and providing evidence and accountability of contemporary decisions for the communities of the future.

Archives are also vulnerable, physical material deteriorates in poor storage conditions and digital archives are under threat from deletion, file obsolescence and security breaches. In 2018 Jersey Heritage made significant progress in the safeguarding of both the physical and digital archives cared for at Jersey Archive. In January 2018 construction of a new £3.5 million extension to the Jersey Archive began, this building will allow us to continue to care for the Island's ongoing history with expansion space of at least 25 years.

In 2018 we also made significant progress in the long-term preservation of digital files, entering into a contract with Arkivum to use their digital preservation system to store original copies of the digital records. The system will create viewing and backup copies of records, monitor file format changes and run checksums to ensure the authenticity of the digital files as evidence.

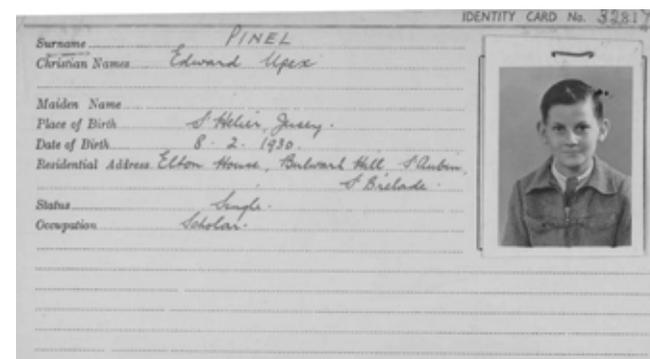
Whilst significant progress has been made to care for the physical and digital material that is transferred the archive, appropriate management of records within public institutions is essential to ensure that documents, identified by the Archivist as archival, are transferred to Jersey Archive. Government reorganisation, office moves and digitisation projects require input from both the institution's Public Records Officer and the Archivist to ensure that vital records are tracked, retention schedules are updated and archival documents are deposited.

In 2018 we continued to encourage public access to archives through online resources, in person visits, written enquiries, reminiscence sessions, education events, talks and tours. Comments made by our visitors show how important their personal connections with archives are;

'I have been able to locate my grandfather's Registration Card and the cards for my mother, my aunt and my grandmother who left the island during the war and returned immediately afterward. I have found records of great-uncles who fought and died in the war. These records are a treasure trove of my personal history and I can't wait to come back next year to even more records! Thank you to all the staff and volunteers, you don't know how valuable your work is!'

The continued preservation of and access to Jersey's unique archives is at the core of both Jersey Heritage's purpose and the Public Records Law. In 2019 we aim to continue to identify and preserve archival material, promoting access through in person visits, online visits and with events such as the 2019 Family History Festival and What's Her Street's Story programme of talks celebrating 100 years of female suffrage.

Linda Romeril
Archives and Collections Director,
Jersey Heritage - 26 April 2019



RECORDS ADVISORY PANEL

The Archivist and her colleagues are to be congratulated on another successful year of caring for and providing access to Jersey's unique archives. In her report for 2018 the Archivist has documented progress across a wide range of areas, including digital preservation, online facilities, and the first Family History Festival. The Records Advisory Panel has met regularly with the Archivist during 2018, and we have been continually impressed with the quality and extent of the work that is carried out by the team of staff at the Jersey Archive. This success is due in no small part to the excellent level of support provided by the Jersey Heritage Trust, thereby enabling the Archive to focus on its core functions.

The Records Advisory Panel is nonetheless concerned about two issues that have been highlighted in the Archivist's report. The first of these relates to a shortfall in the level of funding. The Advisory Panel has carried out a detailed assessment of the resources available to the Jersey Archive Service, and it is of the view that the Service is significantly under-resourced and therefore unable to carry out its functions properly as required under the Public Records Law. These functions are set out clearly in the Law, and they include cataloguing, conservation, and the provision of advice and support to public institutions. To take cataloguing and conservation as an example, it is estimated that by 2025 it will take nearly 100 years with the current level of resources to clear the backlog in cataloguing across all collections, and over 100 years to clear the backlog in conservation of items in unusable and poor condition. In other words, a significant proportion of the records held by the Jersey Archive will remain unavailable for public consultation for several generations to come, and in the Panel's view this is unacceptable. The shortfall in funding also has other implications, as detailed by the Archivist in her report, and the Panel has written to the Economic Development Minister to express its concerns. A bid for additional funding is currently under consideration, and we do hope this has a successful outcome.

The second issue highlighted by the Archivist concerns the management of public records and the destruction by the Planning and Environment Department of over 4,000 files on Historic Buildings in Jersey. These files represented virtually the entire collection of files on the island's Listed Buildings, prior to the recent resurvey, and their

contents included reports, correspondence and photographs. The Advisory Panel was dismayed to hear about this inadvertent destruction of records, and this incident will undoubtedly have resulted in the loss of material of historic value. This is the most serious incident involving the loss of public records since the Public Records Law came into force in 2003.

The Advisory Panel has been given assurances by the Government of Jersey that the necessary measures have been taken to guard against the occurrence of a similar event in the future. The Panel believes, however, that higher priority needs to be given to improving the standards of records management in government departments if further losses of public records are to be avoided. We are of the view that major improvements are needed to ensure that public records are being managed appropriately and in line with the requirements of the Public Records Law. The Panel has been informed that a government-wide records management programme has recently been initiated, although this is still in its early stages.

Public records are invaluable to our understanding of our island's history. The Jersey Archive and Jersey Heritage are playing their part, and we look forward to the Government of Jersey playing a more active role by promoting and delivering improvements in records management.

Jeremy Harris
Chairperson,
Records Advisory Panel

FUNDING

Since 2004 the Archivist's Annual Reports to the States of Jersey have consistently highlighted a lack of funding to support the appropriate implementation of the Public Records Law.

In 2008 a report from The National Archive which reviewed the performance of Jersey Archive concluded that;

'The archives service in Jersey is professionally run in line with best practice from purpose-built accommodation. This should... continue to provide an excellent platform for the preservation of, and access to, Jersey's public records and deposited private material. The service does not however, currently have the staff resources needed to carry out the tasks allotted to it especially under the Public Records (Jersey) Law of 2002.'

In 2010 P.75 which was debated in the States of Jersey and covered the Service Level Agreement and Funding Requirements for Jersey Heritage acknowledged that the proposition did not address Jersey Archive.

'Although the Trust's responsibilities also include the Jersey Archive, this proposition does not address important issues relating to the archive: the lack of a lease on the premises, the limited public access currently provided, the backlog in dealing with records and the implications this has on the Public Records (Jersey) Law 2002 and freedom of information legislation. This will be the subject of a separate report and proposition.'

The Trust does now have a lease for the archive building but the other issues highlighted have not been resolved and a separate report and proposition were never completed.

During the period 2014 - 2016 funding for 5 additional staff was provided to assist public institutions in their preparation for Freedom of Information legislation. The funding for these positions was not maintained and in September 2017 I was asked to submit a business case for additional funding for archive staff to Economic Development Tourism Sport and Culture by the then Assistant Minister for Culture for consideration by the Council of Ministers. I believe that this bid for 4 additional staff is still under consideration.

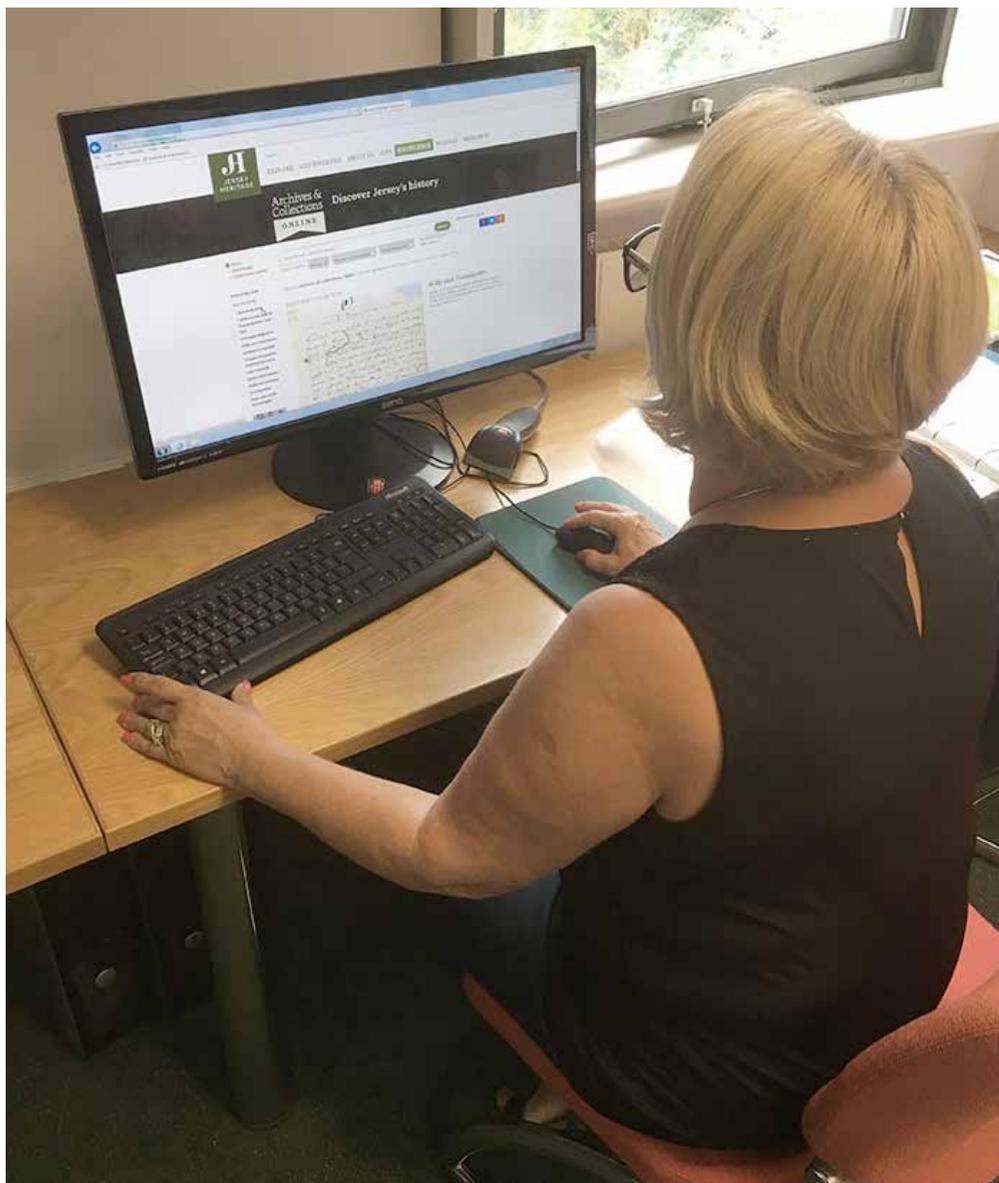
In 2019 the archive service continues to run with limited staffing resources and at the same time manages and provides access to significantly more records each year, the majority of which were the responsibility of public institutions prior to 2000. This is not sustainable.

Whilst we are resolved to continue to provide a high quality archive service for the people of Jersey the lack of funding will have the following implications:

- **CATALOGUING AND ACCESS** - at the current rate of 3,500 records catalogued per year our backlog is 32.5 years. Without additional resources this will rise to 41 years in 2020 when all material identified for transfer to the new strongroom has been received. It will continue to rise on an annual basis. This does not include 14,000 digital records and over a million Jersey Evening Post images.



FUNDING



- **DIGITAL PRESERVATION** - the digital preservation system that Jersey Heritage has invested in has an annual storage and maintenance cost. Whilst Jersey Heritage has committed to maintain this system to September 2020 beyond this date there are no specific funds for digital preservation.

The archive currently holds 28TB of digital archive material on our servers and several hundred DVDs, CDs, floppy disks, cassette tapes and mini disks that need to be copied onto a server and converted to accessible file formats. If this work is not carried out we risk a digital black hole in our Island story through obsolescence of data.

- **PHYSICAL PRESERVATION** - the maintenance and monitoring of two strongroom blocks, the 24 year repair programme for unusable items, over 100 year repair programme for items in poor condition and the cleaning and repackaging of 4,500 additional boxes of material is not possible with current resources.

Without additional funding for staff and packaging materials the archive will either need to delay transfers from public institutions or place untreated material in strongroom spaces risking the long-term preservation of the material and of other collections in the vicinity.

- **RETENTION SCHEDULE REVIEW** - archive staff are due to carry out major 5 yearly reviews of 50 retention schedules in 2019. We are also aware that the Information Management team within the Government of Jersey would like to review all schedules in light of recent changes to data protection legislation. The Archivist and archive staff are required to work with departments on these major reviews and in the lead up to FOI implementation Jersey Archive had 3 staff working in this area. With current resources at less than 0.5 FTE for records management the archive will not be able to assist with these reviews leading to a risk that data is either retained or disposed of incorrectly and that archival material is not transferred under the Law.
- **OPENING HOURS** - Since 2003 the Jersey Archive opening hours have been deemed insufficient in public surveys, by The National Archive and through the Archive Accreditation programme. With current staffing resources these hours will continued to be limited.

TRUST | ACCOUNTABILITY | CUSTODIAN

One of Jersey Heritage's key duties under the Public Records Law is to ensure that Jersey's written, oral and visual heritage, both physical and digital, is preserved for future generations. These unique records tell the stories of our lives; where we have come from, where we are and where we are going.

In January 2018 work on the new strongroom block at Jersey Archive started with completion due in 2020. In 2018 we also entered into a contract with Arkivum Perpetua to preserve the digital heritage of the Island.



CASE STUDY

JERSEY ARCHIVE STRONGROOM BLOCK

In January 2018 the £3.5 million extension to the award winning Jersey Archive building started on site. The project will see an additional strongroom block and digital storage area constructed with provision for both paper and digital records that should last for the next 25 years. Since the opening of the original archive building in 2000 over 600 years of documents have been transferred to the care of Jersey Heritage providing a window on the history of the Island.

Implementation of the Freedom of Information Law has seen an increase in the transfer of post-Occupation files to the Jersey Archive. The archive now holds 786 cubic metres of records with a current capacity of 793 cubic metres.

The new extension has been designed to meet British and European standards for the care of archival material. By using innovative techniques and the most up to date building materials we can run the strongrooms without air-conditioning, providing a passively controlled, fully monitored and sustainable space for archival material. The construction process requires monitoring of the strongroom block and a 6-9 month drying out period to ensure low levels of moisture and humidity suitable for records storage.



CASE STUDY

DIGITAL PRESERVATION

The Public Records Law is format neutral and therefore covers paper, digitised and born digital records. In the law it is the information contained within the record that is important and not the media that the information is stored on. Digital content, both born digital and digitised versions of paper records, is challenging to store, preserve and provide access to.

Threats to Digital Material include;

- Trust in the Data. Digital materials have the potential to be edited or altered with ease and damaged by media failure or software obsolescence. For the user to have trust in the integrity of the data it is vital to have proof of the authenticity of the material. These records may be used in legal cases, by researchers, Government and members of the public. We can mitigate these risks by using checksums which are run on a set of files to create an overview of the information or metadata associated with each file. They can be used to highlight any changes to the data and give audit trails. Checksums must be generated and frequently recalculated to identify any loss and ensure the integrity of the data.
- Redundancy. Redundancy can be avoided by replicating or backing up files, introducing diversity in dependent technologies and storing data in more than one Geographical location.

- Storage Media. Storage media, such as hard drives, must be monitored and refreshed and ultimately placed on a server which is monitored for file format obsolescence and subject to frequent checksums.
- File Formats. Over time file formats and software will change and less well used file formats may become obsolete with the software that renders the files no longer supported. Systems should be put in place to review file formats, convert them to viewing copies and also to the latest file type whilst retaining the original file for its evidential quality.
- Security Breaches, Viruses and External Threats. Digital data is subject to breaches in security and also viruses that can attack a system and corrupt files rendering access impossible. Confidential data can be obtained leading to significant breaches under Data Protection Legislation.

In 2018 Jersey Heritage entered into a two year contract with Arkivum Perpetua to put in place a digital preservation system for Jersey's digital heritage. This work has been started and digital data is currently being uploaded by archive staff to Arkivum for long-term storage.

Jersey Heritage does not currently have funding to continue the contract with Arkivum post 2020

and it is vital that the Government of Jersey see the continued investment in a digital preservation system as a part of its long-term digital and information security strategy. The system allows long-term, secure storage of vital data, provides data integrity and authenticity and manages file format obsolescence. Investment in this system will allow the Island to meet its legal obligations, national and international standards and ensure that historic data is preserved for future access.



ENRICHMENT | OPENNESS | COMMUNITY

Archives tell the stories of people and their communities, they can unlock memories, contribute to long-term wellbeing and enrich our daily lives. In 2018 we continued our programme of outreach activities both in the community and at the Jersey Archive engaging with over 2,000 people through our series of talks, tours and reminiscence sessions. We engaged in partnerships with our fellow heritage providers and also worked with associations such as EYECAN and Jersey Alzheimer's Association to bring heritage into the community.

In 2018 we also accepted over 100 new collections from local clubs, associations, charities, individuals and families. This service allows the stories of associations such as the Jersey Scouts Association, St Martin's Agricultural Society and Liberate Jersey and businesses such as de Faye's Chemist to be retained as part of our archival heritage.

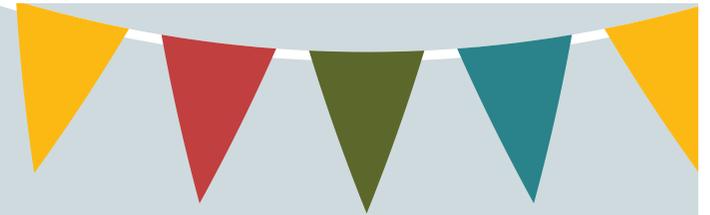


CASE STUDY FAMILY HISTORY FESTIVAL

In April 2018 Jersey Archive held its first Family History Festival encouraging both islanders and visitors to learn more about their roots. The Festival took place over 3 days and included a full weekend opening for those not able to visit the archive during the week.

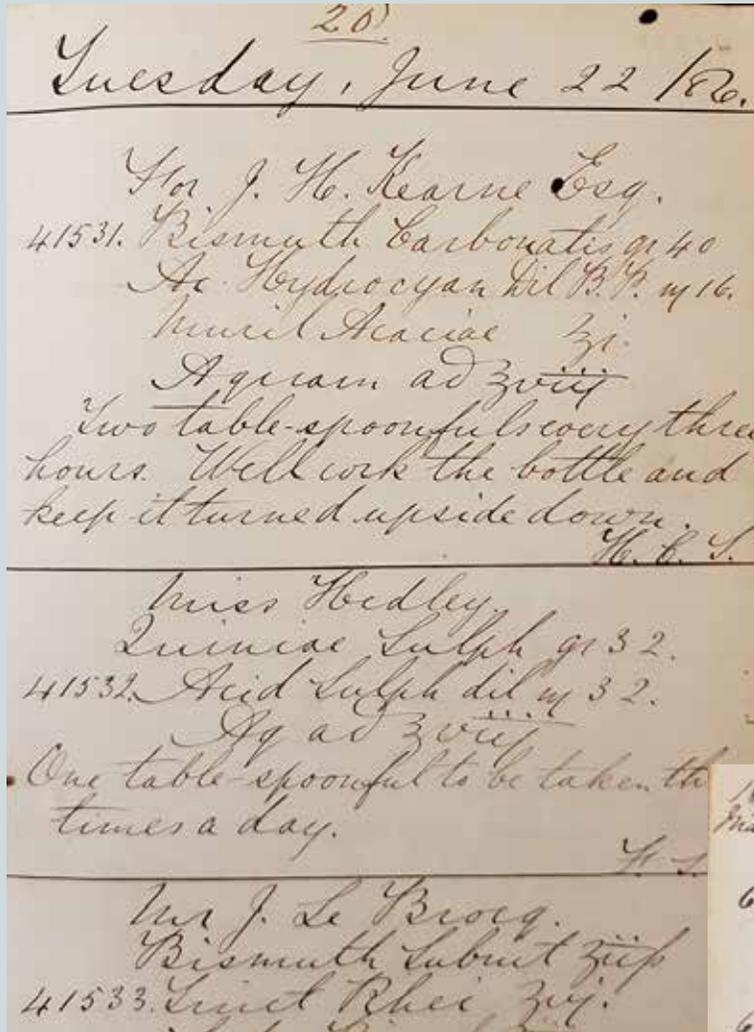
Over the course of the festival we held 12 talks focusing on different aspects of genealogy including two guest talks from Dr Nick Barratt, genealogical consultant from BBC's 'Who Do You Think You Are?'

The festival attracted just under 400 people during the course of the weekend including some who travelled over from the UK.



'Thank you and all your staff for a wonderful weekend - absolutely brilliant!'

'I thoroughly enjoyed the Family History Festival and it was well worth the trip from the mainland for this event and for a few extra days too as a lovely mini-break.'



CASE STUDY

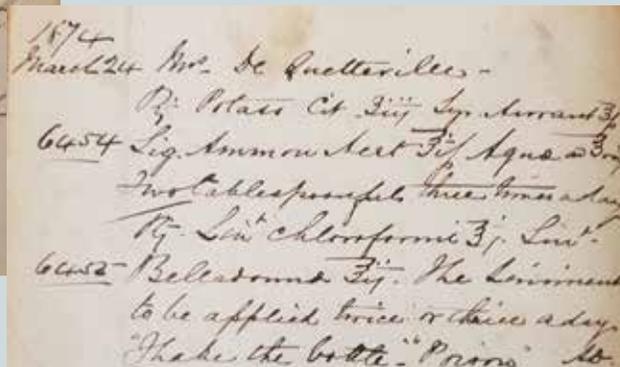
PRESERVATION OF COMMUNITY ARCHIVES – DE FAYE’S CHEMIST

Jersey Heritage not only identifies, preserves, catalogues and provides access to public records of official bodies. The law also empowers the Archivist to manage records that are not defined as public but that have significant evidential or cultural value. In 2018 we worked to preserve archives across the Island from local clubs and associations, businesses, individuals and families, providing a community archive service for everyone.

In 2018 the records of de Faye’s Chemist dating back to the 1870s were deposited at Jersey Archive. de Faye’s operated from 21, David Place with census records from 1891 showing that Francis G de Faye, a chemist occupied the building at this date. The collection of archives includes dispensing

books which give a fascinating history of a local pharmacy firm in the mid-late 19th century.

The dispensing book from March 1874 includes an entry in which Mrs de Quetteville is prescribed a Chloroform and Belladonna liniment to be applied twice or thrice a day. The entry notes that before application she must ‘shake the bottle’ and also notes that the liniment is poison. Belladonna or deadly nightshade, one of the most toxic plants in Europe appears to have been used in the 19th century as a muscle relaxant. It is one of a number of drugs that are mentioned in the registers such as opium or laudanum that we would not expect to see in a 21st century dispensing record.



IMPACT | ONLINE | INTERNATIONAL

CASE STUDY

PARISH REGISTERS ONLINE

With increased emphasis on Jersey's international reputation the records held at Jersey Archive can play a key part in both promoting the culture and unique history of the Island and also in linking people around the world with their Jersey heritage.

In 2018 36% of those using the online catalogue came from the UK with Jersey having the second highest rate of use with 35%. Australia and the United States had around 4,000 users each with Canada having over 2,500 individuals using the online resource.

The Jersey Heritage online catalogue now holds descriptions of over half a million archive documents and museum objects and includes over 600,000 images that can be viewed and downloaded around the world. In 2018 24 volunteers worked with staff at Jersey Archive and made a major contribution to our online records by adding catalogue entries and images of marriage registers and honorary police records covering such diverse subjects as being drunk in charge of a horse and cart, keeping a house of ill repute and being caught with undersize fish.

CASE STUDY

SOCIAL MEDIA

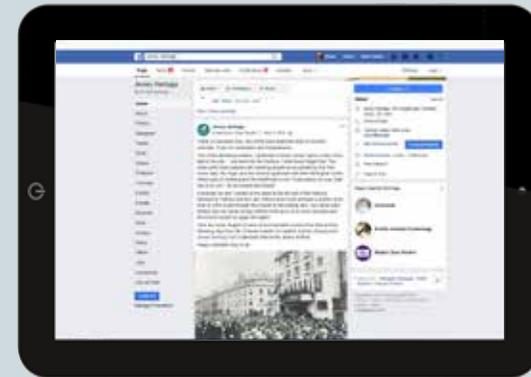
Jersey Heritage has an active social media presence engaging with over 10,000 followers on Facebook, 6,000 on twitter and over 3,500 on Instagram. The social media feed focuses on activity across the organisation and includes weekly posts highlighting archive and collections material to our online audience. Social media allows us to engage with the broader community highlighting the work of the archive and the unique records that we hold.

Our Liberation Day Facebook post in 2018 reached 45,412 people, some of the comments made in reaction to the images we posted of the British Troops in what is now Liberation Square showed the tremendous significance of the day to people in Jersey and the power of archives to evoke memories and stories.

'I was a nine year old child with my mother and sister amongst the crowd, we had walked from Bel Royal and mum was given a tin of chocolate by a British Soldier. I never forget that day. Thank you for sharing those pictures.'

For a number of years Jersey Archive staff have researched the streets and communities of the Island giving talks and writing articles as part of our popular 'What's Your Street's Story' series. In 2018 we took our street stories into the community through a series of 'Heritage on Tap'

talks in pubs allowing people to enjoy the local atmosphere whilst learning about the area and via a series of online 'walks and talks' on www.jerseyheritage.tv.



PUBLIC RECORDS LAW COMPLIANCE | IDENTIFICATION, TRANSFER, CARE AND ACCESS

IDENTIFICATION OF ARCHIVES

Each year the Government of Jersey, Civil Parishes and public institutions produce millions of records, from States of Jersey minutes to email correspondence and patient records to policy initiatives. Much of this material will not be appropriate for transfer to the Jersey Archive and permanent preservation. It is a key part of the role of Jersey Heritage to work with public institutions to identify the material that does have long-term historic value and should be transferred to Jersey Archive under the Public Records Law.

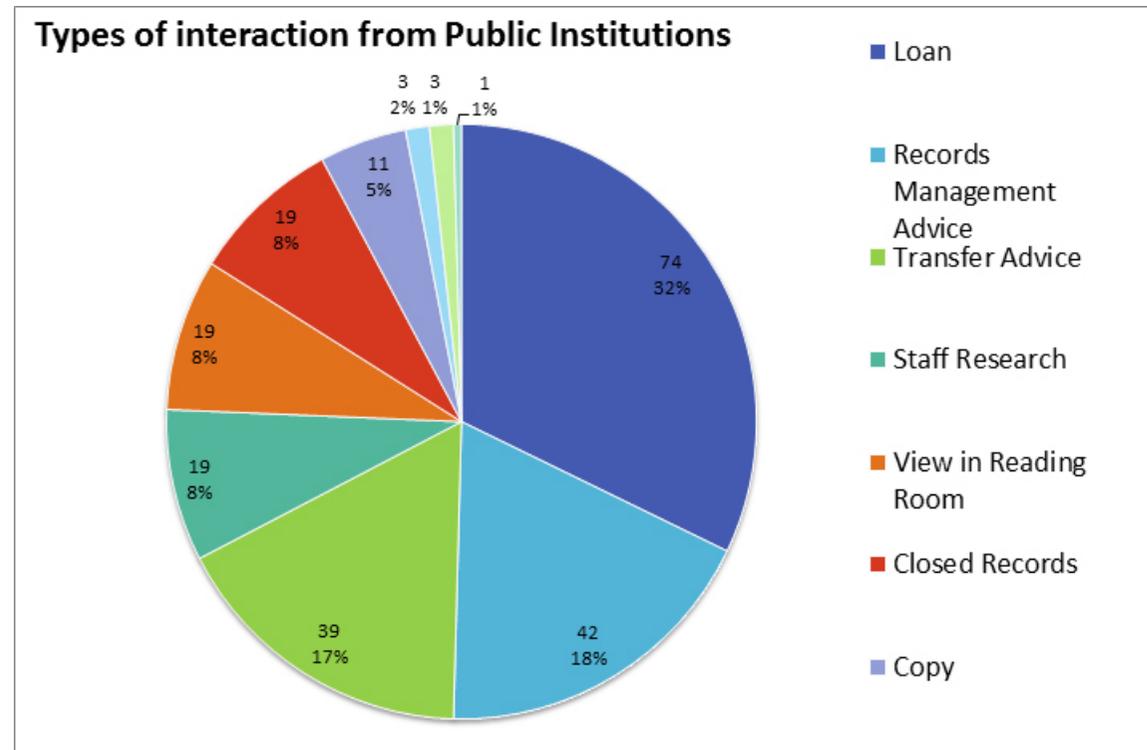
The key tool that is used to identify archival material is the departmental retention schedule which lists the records produced by the institution, the length of time they should be kept and then whether they are confidentially disposed of or transferred to Jersey Archive for permanent retention. In 2018 archive staff worked with public institutions to review 31 of the 194 retention schedules currently in place.

The current Government of Jersey restructure and introduction of new Data Protection legislation in 2018 means that all retention schedules should be reviewed to ensure that each function of government is still covered and that the schedule is owned by the correct department and implemented appropriately.

However with current staffing for records management and retention schedule work at less than 0.5 FTE Jersey Archive will be unable to provide the Government of Jersey with the archival expertise and support required to enable this review to take place.

PUBLIC INSTITUTION ENQUIRIES

In 2018 archive staff answered 230 enquiries from public institutions covering loans of documents, records management advice and transfer advice.



DIGITISATION PROGRAMMES AND GOVERNMENT RESTRUCTURE

In 2018 office moves took place in a number of public institutions and this has continued into 2019. As a result of these moves archive staff were asked to review records and identify archive material. However, with the strongroom project not complete until January 2020 the Jersey Archive is unable to offer storage for a significant proportion of this material. We have, therefore reviewed the documents, identified those of archival value and then sent written confirmation to the institution that documents we have identified must be securely stored until the new strongroom block is complete.

Archive staff have identified over 4,500 archive 'will boxes' of material that institutions have been told to store before transfer to the new archive strongroom in 2020. The repackaging, cleaning and processing of this material will require significant resources both in terms of archival boxes, packaging material and staff time in 2020.

Many institutions are investigating in major digitisation programmes which will include some records that have been identified as archival. In 2018 archive staff became aware of the destruction of archival files as part of a digitisation project which breached the Public Records Law. A further breach nearly took place over the summer, however, we managed to stop the destruction in time.

To mitigate the risk of future destruction of archival files after digitisation I have now met with the project team who are scoping the digitisation projects across the Government of Jersey and written to all public institutions highlighting the importance of involving the archive in any digitisation process.



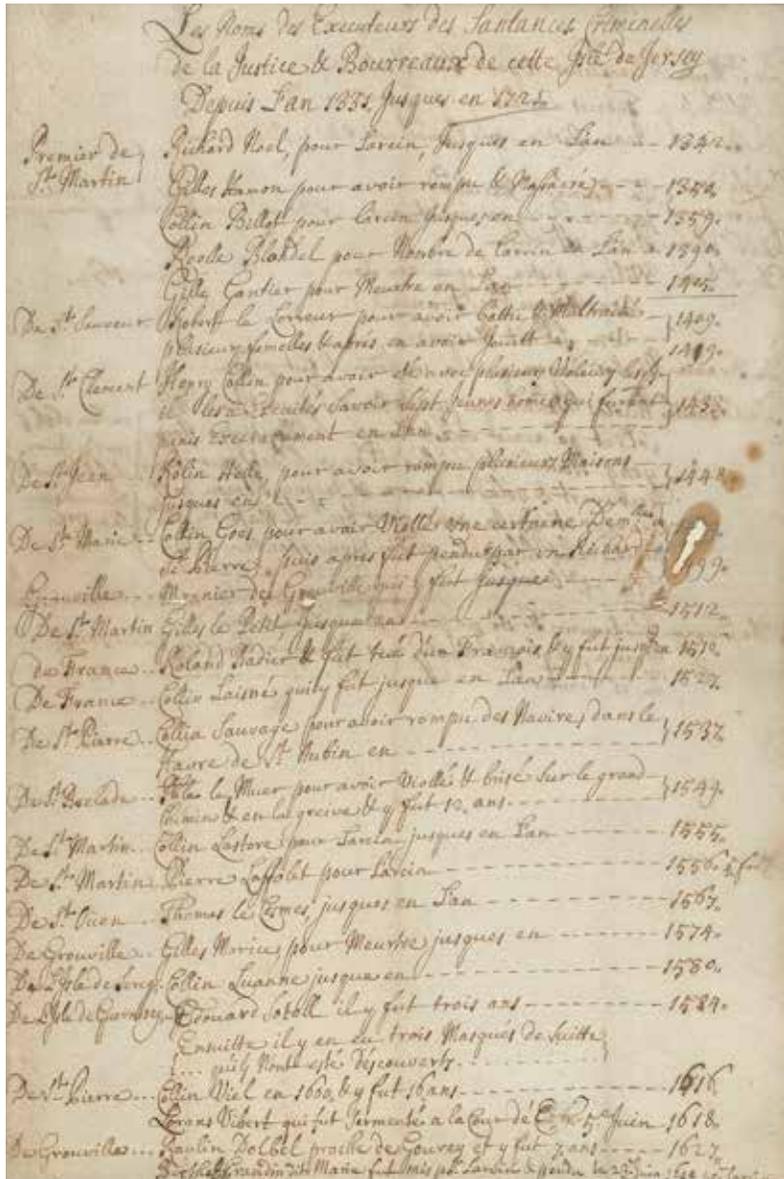
DEPARTMENT OF ENVIRONMENT - FILE DESTRUCTION

On 12 February 2018 I was made aware of the destruction of a number of files held by the Department of Environment that had been identified as appropriate for transfer to Jersey Archive. These were over 4,000 listed buildings files dating from the late 1980s - 1990s with some material from a 1970s Sites of Special Interest survey. The files contained reports, correspondence and photographs of SSIs.

The files were identified as relevant for archiving in a survey of the Environment Storage areas undertaken in July 2009 by Jersey Archive and sent to the Department the same month. The need to archive these key documents was confirmed in 2012.

In 2014 a complete review of all schedules within the Environment Department was carried out. Archive staff met with section heads and members of the Environment Governance team and produced 20 schedules that were then officially signed off by the Chief Officer and Archivist in 2015. This included a schedule for Historic Environment which indicated that all listed building files should be offered to Jersey Archive after 10 years.

The Department had scanned these files as part of their back scanning programme and then, rather than transfer the originals to Jersey Archive, had destroyed them. Whilst this means that, as far as we are aware, only a limited amount of information has been lost it is important to highlight that scanning does not produce an exact copy of a record but only an impression of certain aspects of it. In this instance the files included photographs that are significantly poorer quality in the scanned copies than if the originals still existed. It is also possible that pages from the original files have been missed in the scanned copies and also that any annotations in the originals are not legible in the digital files.

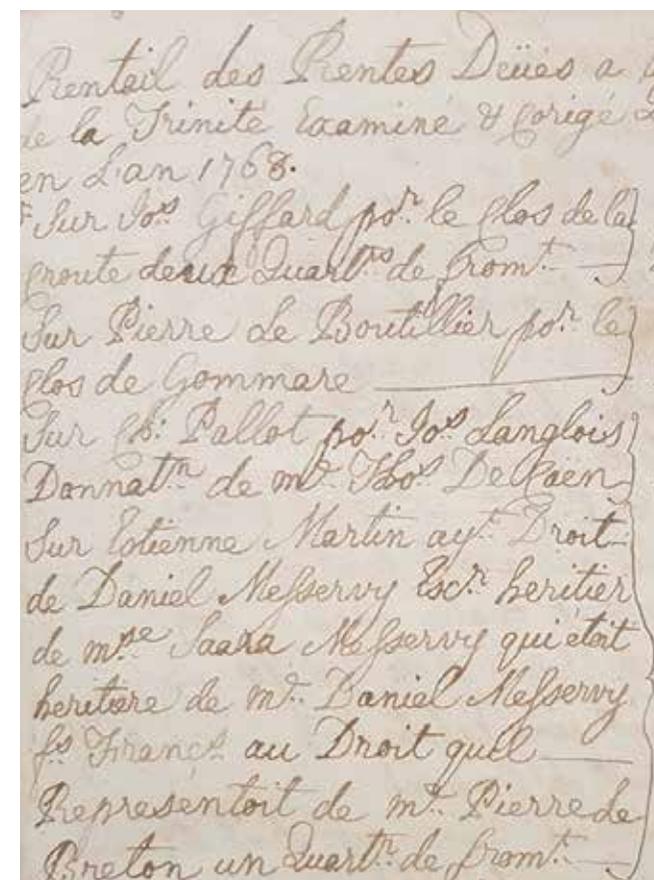
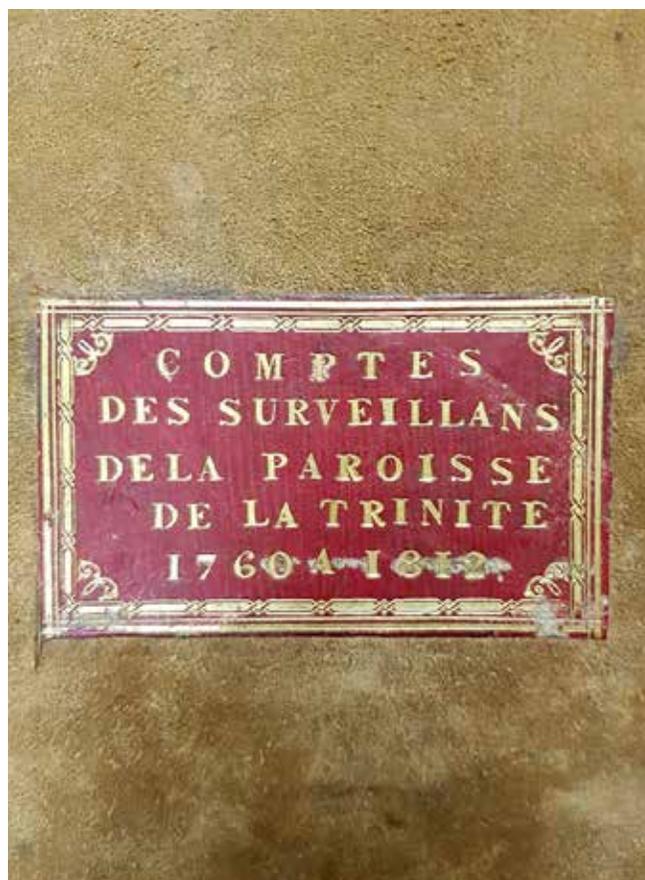
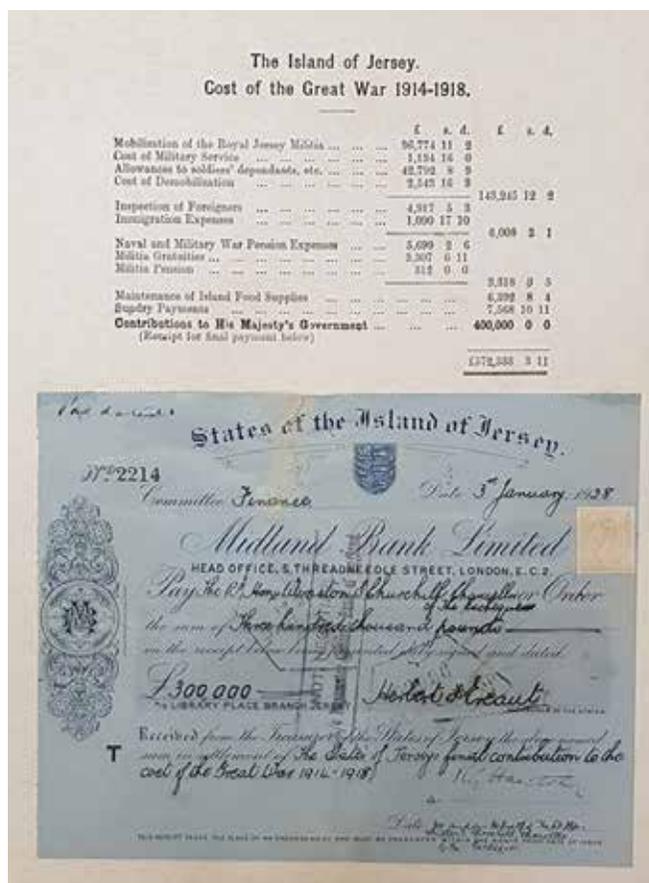


TRANSFER OF ARCHIVES

In 2018 164 collections of public and private records were transferred to Jersey Archive and accessioned into the collections as worthy of permanent preservation. This included 55 collections from public institutions that were transferred to the archive under the law. Collections transferred include the Children’s Services archive, 1946 – 2008, Lieutenant Governor’s office honours and awards files, 18th and 19th century

Parish accounts from the Parish of Trinity and Treasury and Resources files including a cheque for £300,000 toward Jersey’s contribution to the cost of the First World War, which was addressed to Winston Churchill as Chancellor of the Exchequer and signed by the States of Jersey Treasurer, Frank Ereaut.

[A full list of collections can be viewed at Appendix A](#)





PRESERVATION AND CONSERVATION

Preservation and conservation of archive material is a key part of the work undertaken by staff at Jersey Archive. Once material has been identified as archival and transferred to the care of the archive team its condition is assessed and the material is then cleaned, reboxed, checked for insect infestation and frozen if appropriate. With 35 cubic metres or over 18,000 records transferred in 2018 the initial assessment and preservation of collections takes up a significant part of our Archive Conservator's working hours.

Whilst preservation of records covers the basic cleaning and appropriate packaging of material so that it is secure in storage, conservation defines the active intervention to repair material so that it can be used by the public in our reading rooms. Some items arrive at Jersey Archive in such poor condition that they cannot be made available to the public until conservation treatment has taken place and restricting access to documents for conservation reasons is consistent with our duties under the law.

At the end of 2018 the Archive holds 732 catalogued records which are classed as unusable and many more uncatalogued documents. With current resources our aim is to work in house and with external book binders to repair 30 records per year. If we continue to achieve this rate of repair it will take 24 years just to repair the unusable, catalogued items. The archive also holds over 3,000 catalogued records in the poor category which, with use and no intervention, could become unusable.



ENVIRONMENT

Ensuring a stable, clean environment for storage of records at Jersey Archive is essential for the long-term preservation of the material. The archive team aims to meet British and European Standards for the storage of archival records and the brief for the new strongroom block includes reference to adherence with these standards.

The Jersey Archive strongrooms are designed to control the environment within the strongroom passively, air-conditioning is not used and the storage areas are continually monitored using a building management system. In 2018 the 1st and 2nd floors of the strongroom block met the humidity specified in BS4971 100% of the time with the ground floor only exceeding the upper limit of 60% on 2 days and the 3rd floor on 7 days over the course of the year.

Temperature has always been more challenging to control using a passive system with no means of cooling in the Summer months. In 2018 the annual average temperature in all strongrooms did not exceed the 18°C specified in the standard. The upper limit of 22°C was exceeded on 3 days in the 2nd floor strongroom and 23 days in the 3rd floor strongroom. The ground floor and 1st floor strongrooms did not exceed the upper limit. Despite 2018 being a hot Summer the storage areas were well controlled with the higher temperatures on the 3rd floor caused by increased solar gain at the top of the building.

CATALOGUING

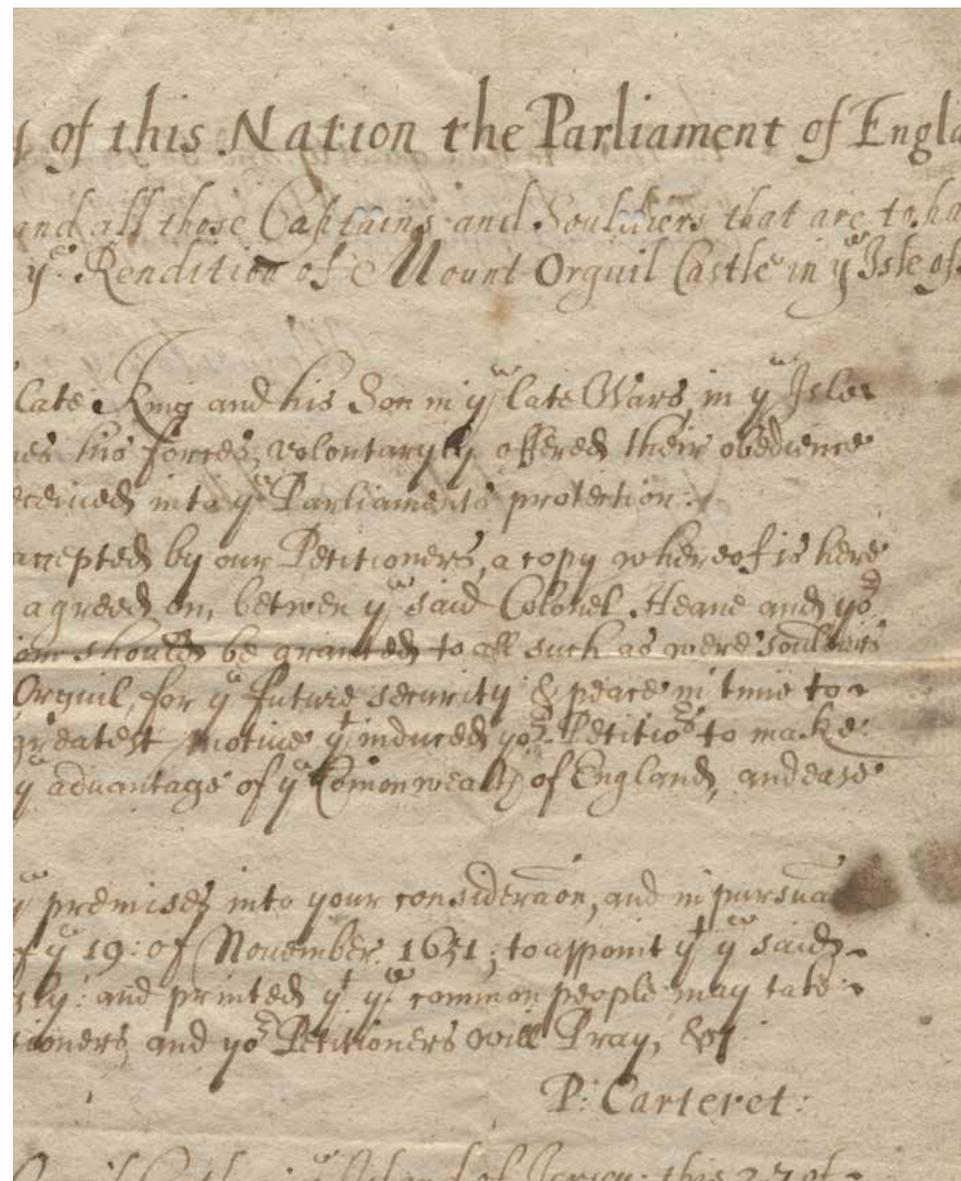
The cataloguing, indexing and locating of documents is key to ensuring appropriate levels of access to the archival records in the custody of Jersey Heritage. One of the principal duties of the Archivist under the Public Records Law is to ensure that public records are appropriately managed and made available for public access. The detailed cataloguing of records to our online database allows people to search across the records held at Jersey Archive for names of family members, places and subjects of interest. Through the cataloguing process we can identify key themes and stories across collections to build a picture of a person's life or the history of a property.

In 2018 staff and volunteers added 30,969 new enhanced descriptions to the online database. These included individual marriage entries from Jersey's Church of England marriage registers, over 4,000 records from the Independent Jersey Care Inquiry and images from the Jersey Evening Post photographic collection.

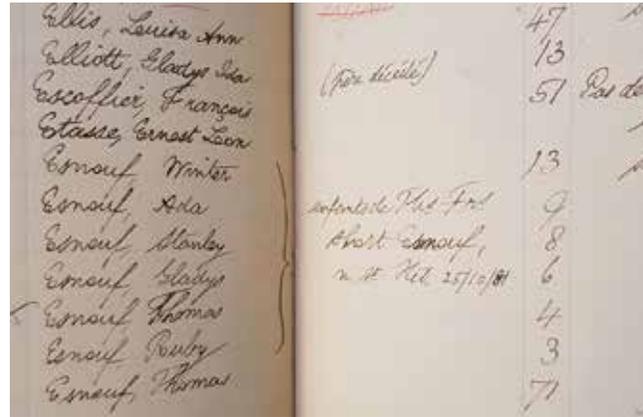
3,500 new document catalogue entries were added and these included files from the Law Officers' Department, the Bailiff's Chambers and travel permits from the First World War period.

The wealth of material that has been transferred to the Jersey Archive since the building opened in 2000 does mean that over 220 cubic metres of records held are not yet catalogued. Whilst the records are safely stored in the archive strongrooms with relevant details of depositor, basic contents and location noted, this does mean that over 114,000 physical records are not fully available to public access. At a current rate of 3,500 new documents catalogued per year this equates to a 32.5 year backlog at current staffing levels.

This does not include over 14,000 digital files that also need to be catalogued and made available and also the photographic archive of the Jersey Evening Post which contains approximately 1.5 million images. Without additional cataloguing resource the figure of records uncatalogued will significantly increase in 2020 on the opening of the new strongroom block and then continue to increase annually.



PUBLIC RECORDS LAW COMPLIANCE | IDENTIFICATION, TRANSFER, CARE AND ACCESS



ACCESS

Whilst online access to records has become increasingly popular through our online catalogue development and digitisation programme it should be recognised that there are collections stored at Jersey Archive that will only ever be available in the original physical format as their digitisation would either be prohibitively expensive when compared against their use or their physical condition would make them inappropriate for copying. We should also recognise that there is nothing quite like the connection that a member of the public gets when handling and viewing a document that might have been created or signed by their ancestor several hundred years before.

In September 2018 the Jersey Archive took part in the Archive and Records Association's Survey of Visitors to UK Archives which was carried out by CIPFA. The survey looked at reasons for visiting archives and satisfaction with staff, services and facilities. Jersey Archive staff scored extremely highly with the attitude of staff rated

at 9.94 out of 10 and the quality and appropriateness of staff's advice rated at 9.92 out of 10.

General satisfaction with the services provided by the Archive was high with opening hours consistently the area in which the archive received scores which indicated that users were either not very satisfied or not at all satisfied. Comments from users who answered the survey included the following:

'Wonderful facility! Excellent staff - very helpful'

'Rewarding - I discover more every time I visit'

'It would be great if the opening hours were extended - this is the only reason I rated the Archives 9/10 not 10/10 overall'

CLOSED RECORDS

Every year public records held at Jersey Archive that are closed to the public on transfer are reviewed after periods of 30, 50, 75 and 100 years. Prior to the implementation of Freedom of Information legislation in 2015 these records were reviewed against Public Records Law exemptions to access. Under the Public Records Law the archivist and public institution were required to agree any proposed closures over 30 years and these were then approved by the Records Advisory Panel.

In 2015 with the implementation of Freedom of Information legislation this process changed and responsibility for deciding if a record is exempt from public access now falls under the remit of the public institution. The institution must use the exemptions set out in the FOI law and ensure that the Jersey Archive is aware which records are closed to public access is for how long under FOI regulations.

The table below shows the number of records due to be open each year, the number that have been opened, number remaining closed and the number yet to be reviewed.

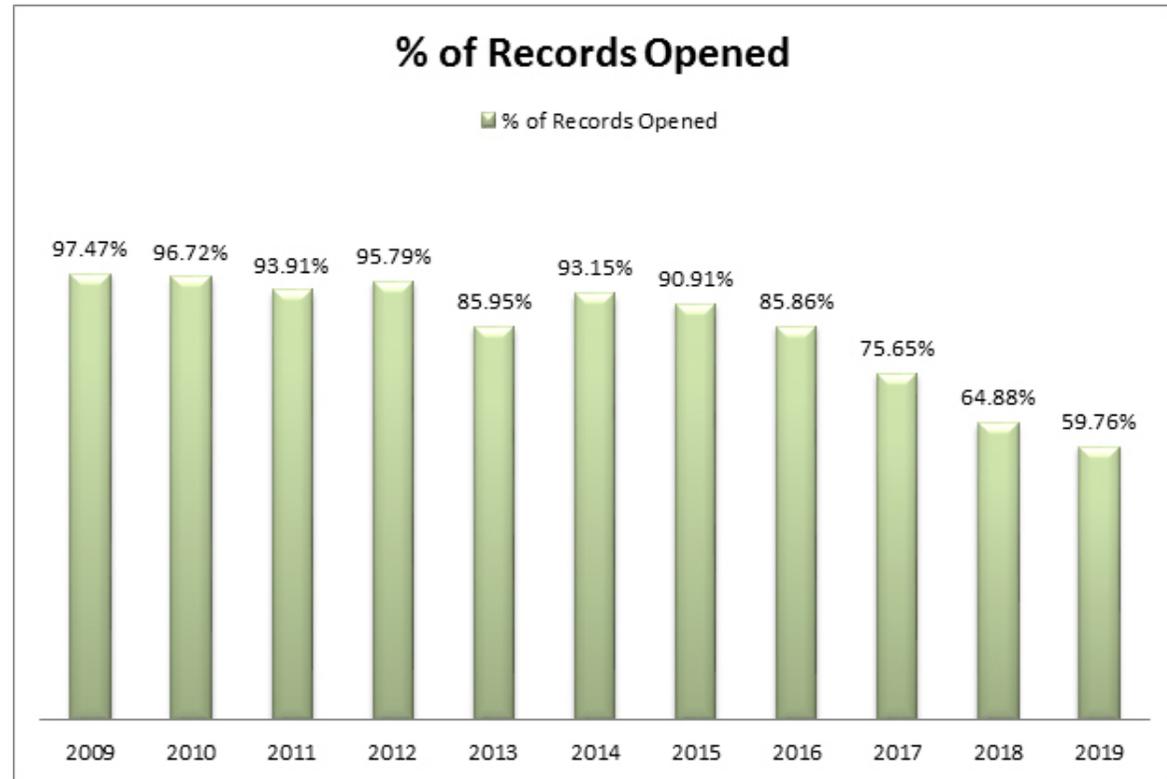
YEAR	NUMBER FOR PUBLIC RECORDS DUE TO BE OPENED	NUMBER OPENED	NUMBER REMAINING CLOSED	NUMBER YET TO BE REVIEWED	PERCENTAGE OPENED
2009	79	77	2	0	97.47%
2010	122	118	4	0	96.72%
2011	115	108	7	0	93.91%
2012	190	182	8	0	95.79%
2013	121	104	17	0	85.95%
2014	146	136	10	0	93.15%
2015	198	180	18	0	90.91%
2016	191	164	27	0	85.86%
2017	230	174	56	0	75.65%
2018	205	133	60	12	64.88%
2019	246	147	31	68	59.76%

CLOSED RECORDS

This table shows the decrease in the percentage of records due to be opened to the public that are actually opened each year.

As this table shows there has been a marked decrease in the percentage of records opened to the public each year over the past 10 years. With all records over 100 years automatically opened to the public this shows that the number of records being released after 30 years has decreased significantly.

With the significant rise in data privacy, implementation of new data protection legislation in Jersey as a result of GDPR and the high profile data breaches that have occurred in firms such as Facebook, British Airways and Yahoo this trend is unsurprising. However it is important that we continue to balance individual's right to privacy against the rights of the citizen to information from public institutions enshrined in Freedom of Information legislation.



RECORDS OPENED 2019

Records that have been opened to the public after 100 years include the minutes of the Public Assistance Committee, the 1918 admission register for the Jersey Hospital, witness depositions, honorary police registers and aliens registration cards. These records tell us the stories of people's lives at the end of the First World War period highlighting personal and social histories of the Island.

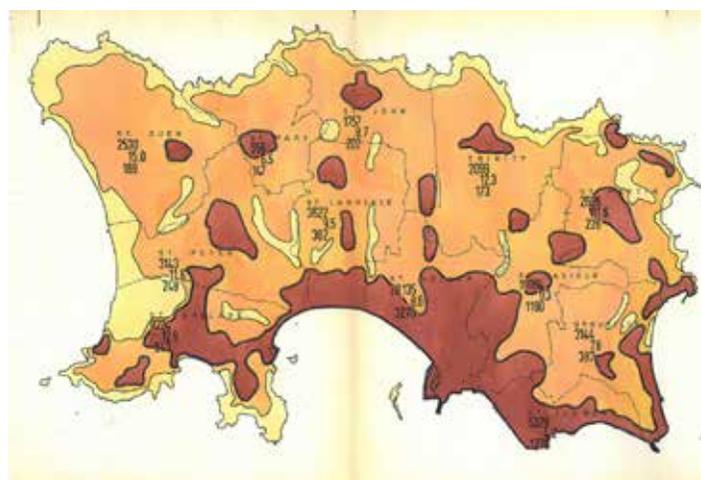
The hospital register for 1918 shows the impact of the October outbreak of Spanish Flu in Jersey which was a global pandemic and ultimately killed more people than the First World War. In Jersey nearly 300 people died during the 1918 influenza pandemic.

In October 2018 we suddenly see a significant rise in the numbers of individuals who entered the hospital for influenza. This sometimes included whole families such as Clement Joseph Aubin, aged 50 who was admitted to the hospital on 26 October with his 7 children who were aged between 8 and 17 and his wife Elvina Aubin who was the first to enter the hospital on 22 October. Whilst Clement and his children appear to have survived the epidemic, Elvina died on 29 October.

Records opened to the public after 30 years do not contain the detailed personal information held in the earlier records however they do remind us of events that have significantly impacted the Island such as the Great Storm and also the Island Plan process. One of the files which has been opened from the 1970s and 1980s shows the development of the Island Plan during this period. The file contains a report of the Policy Advisory Committee from 1973 on the scale and pattern of development of the Island over the next five years.

They note the desire to 'preserve the environment, to retain the Island's character, and to avoid the congestion and pollution which too many people bring in their train.'

On the other hand they note that there is a desire for 'Better housing, better education and hospital facilities, and more money in the pockets of those who aspire to central heating, washing machines, holidays etc. but who at present are not in a position to afford these things.'



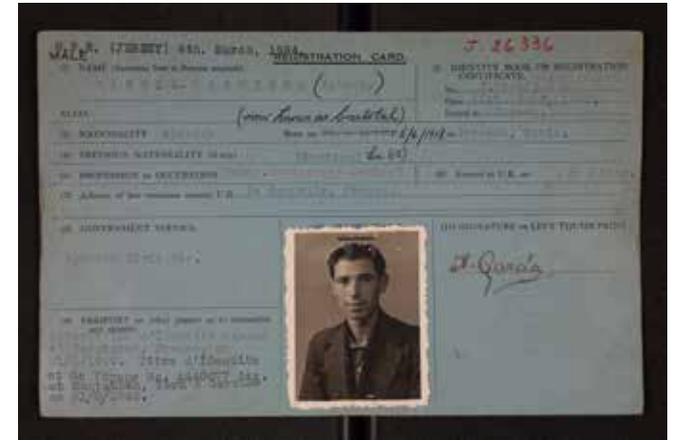
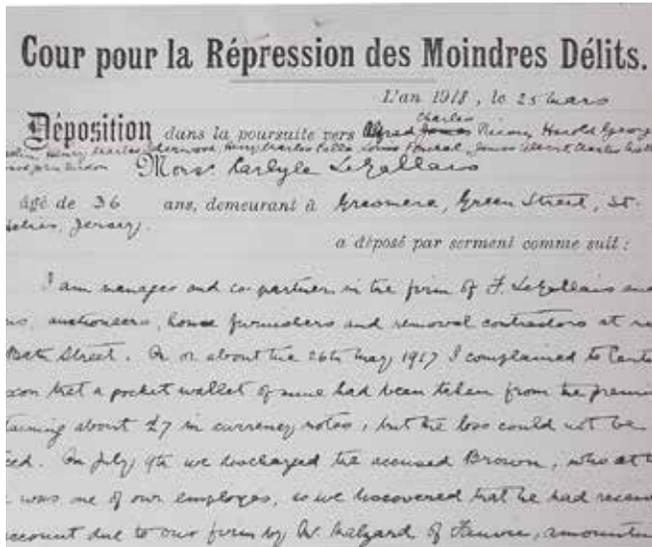
MANAGEMENT AND OVERSIGHT



The work of both Jersey Heritage and the Archivist under the Public Records Law is reviewed by the Records Advisory Panel. The Panel have an advisory role and under the law may provide advice to the Archivist, Jersey Heritage, the Minister and public institutions. The Archivist would like to thank the members of the Panel for their continued support and advice in 2018.

In 2018 the Panel met on 4 occasions and conducted a review of the Public Records Law making recommendations to the Minister on a number of amendments to the law. In their advisory role the Panel corresponded with the Department of Environment and Chief Executive highlighting the destruction of archival records after digitisation projects and asking for measures to be put in place to ensure that this does not happen in future.

ARCHIVE ACCREDITATION

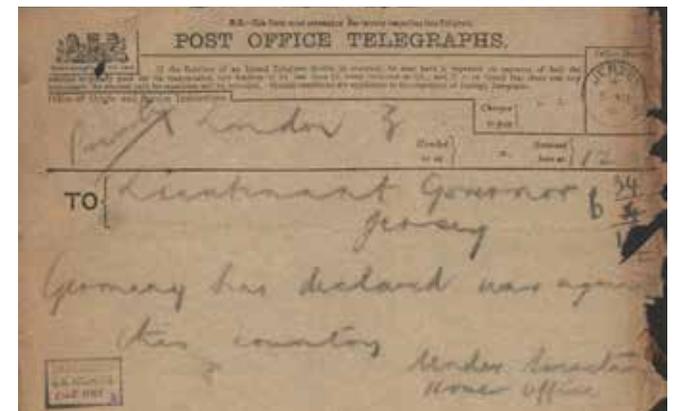


The Archive has full Archive Accreditation at the highest level after applying to The National Archive scheme in 2014. The assessors noted:

‘The [Archive Accreditation] Panel felt that this was overall a very strong application, which meets all requirements of the Accreditation Standard – one of only a few to do so in the scheme’s history. They considered that the assessment demonstrated a very well run service, with a clear policy direction and an important role in the public accountability of the government of Jersey.’

In November 2017 the Archive completed an interim assessment return to ensure that the service still met the Archive Accreditation Standard. In March 2018 the Panel confirmed that Jersey Archive continued to meet the requirements of the standard and noted that they were:

‘...pleased to see a review which demonstrated so much progress and success in implementing major changes such as Freedom of Information. They also welcomed the update on investment in expanding the service’s physical capacity, and look forward to seeing this implemented when the service is next reviewed.’



APPENDIX A

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Children's Services	Children's Service Files c.1946 - 2008. Includes staff files, client files and files relating to the management of the institutions concerned. Covers the following institutions: La Preference, Blanche Pierre Nursery, St Marks Hostel, Brig-y-don, Oakwell, Heathfield, Grands Vaux, Tevielka, Greenfields, La Chasse, Haut de la Garenne, Les Chenes, Le Squez, Aviemore, Maison Le Pape, La Chasse House and Newways.	JA/3220	08-01-18
Customs and Immigration Service	Customs and Immigration Service additional deposit of Royal Court case files, 2010 & 2016-2017.	JA/3343	22-10-18
Department For Infrastructure	Department for Infrastructure deposit of rolls of plans.	JA/3234	05-02-18
Department For Infrastructure	Department for Infrastructure additional deposit. Includes prototypes/proofs for parking scratch cards, c.1990.	JA/3346	22-10-18
Department of the Environment	Department of the Environment additional deposit. Includes: Agendas and minutes of the Minister's weekly meetings, 24.09.2007 to 12.01.2009; Agendas and minutes of the Management Team's meetings, 15.06.1998 to 20.12.2012.	JA/3303	20-07-18
Department of the Environment	Department of the Environment additional deposit. Includes: Building application forms and fee schedules, 2018.	JA/3311	31-07-18
Department of the Environment	Department of the Environment additional deposit.	JA/3316	22-08-18
Department of the Environment	Department of the Environment additional deposit. Includes information on notable Jersey designed landscapes by S Rutherford, 2012.	JA/3344	22-10-18
Economic Development, Tourism Sport and Culture	Economic Development, Tourism Sport and Culture department additional deposit of files re. arts, culture and heritage. Includes: Jersey Arts Trust/Arts Centre, 1996-2013; Jersey Heritage Trust, 1996-2015; Jersey Opera House, 1995-2016; Jèrriais, 2006-2016; National Gallery for Jersey, various files re. public artwork c.2000s-2010s; Jersey Public Sculpture Trust, 2005-2011; various file re. culture, c.2000-2010s; Société Jersiaise 1998-2016; Rivington trust, 2005-2016; Band of the Island of Jersey 2007-2015; miscellaneous other files.	JA/3328	05-10-18
Jersey College for Girls	Jersey College for Girls additional deposit. Includes: Newscutting books, 1999-2013.	JA/3322	21-09-18
Jersey Field Squadron	Jersey Field Squadron Collection. Initial deposit consists of: digital copies of commemorative photo album presented to the officers of the 1st (West) Battalion by Lieutenants P E M Le Gallais and F O Voisin on their leaving the battalion, October 1914.	JA/3228	18-01-18
Jersey Heritage	Jersey Heritage additional deposit. Includes Big Draw 2004 'Face of Jersey' postcards, filing and digital files.	JA/3236	08-02-18

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Jersey Heritage	Jersey Heritage additional deposit of Lease of La Cotte de St Brelade between the Société Jersiaise and Jersey Heritage, January 2018.	JA/3248	27-04-18
Jersey Heritage	Jersey Heritage additional accession. Includes: 'What's Your Street Story' posters, 2018; animations of the history of Mont Orgueil Castle, 2016; correspondence file re art commissions, 1991-2000; photographic slides and prints, including fish produced for the Maritime Museum, Occupation subjects produced for the Occupation Tapestry Gallery, historic buildings, sites and objects; two large files of various photographs and negatives; copies of photographs of allied airmen's funeral during the German occupation.	JA/3379	07-12-18
Jersey Heritage	Jersey Heritage additional deposit of documents acquired as reference material. Includes: printed report on oyster fishing by Jurat P W Nicolle and the Connétable of St Martin, 1862; sketch of the façade of the old prison at Charing Cross; book 'Souvenir du Centenaire 1881' commemorating the Battle of Jersey.	JA/3380	07-12-18
Jersey Library	Jersey Library additional deposit. Includes: Email newsletters beginning in 2017.	JA/3232	02-02-18
Jersey Library	Jersey Library additional deposit. Includes: action plan, annual report, minutes, marketing and press releases, publications and brochures, 2016-2017.	JA/3241	21-02-18
Jersey Post	Jersey Post Yearbook 2018.	JA/3378	07-12-18
Jersey Telecoms	Jersey Telecoms additional deposit. Includes: Samples of telephone service application forms for private individuals and businesses c.1938-1990.	JA/3329	27-09-18
Judicial Greffe	Public Registry contracts July 2016 - June 2017 and Jury Roll for 2016 and 2017	JA/3227	23-01-18
Judicial Greffe	Judicial Greffe Additional Deposit. Includes: Petty debts court claim summaries November 2004 - December 2005 + 31 Oct 2007, miscellaneous case files, and court tables 2006 -2007.	JA/3239	19-02-18
Mont Nicolle School	Mont Nicolle School: deposit of programme and photocopy of newscutting regarding the school opening, 1970.	JA/3262	15-05-18
Office of the Lieutenant Governor	Lieutenant Governor's Office Additional Deposit. Includes: Honours and awards, child abuse enquiry, correspondence, past staff records, and other files,1990-2016.	JA/3235	14-02-18
Parish of St Helier	Parish of St Helier additional deposit. Includes: Driving licence renewals for 1994 and 1999.	JA/3269	08-06-18
Parish of St Helier	Parish of St Helier additional deposit of newscuttings regarding the Millennium Town Park, 2011, 2013, 2017, 2018.	JA/3361	09-11-18
Parish of St John	Parish of St John additional deposit. Includes: Rates Lists - 1918, 1920 - 1921, 1934, 1947, 1949 - 1952, 1954 - 1963, 2006 - 2008; Electoral Rolls - 2004, 2005 and 3 for 2006.	JA/3336	09-10-18

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
Parish of St John	Parish of St John additional deposit of Rates and Electoral lists, 2018.	JA/3345	22-10-18
Parish of St Saviour	Parish of St Saviour 'La Cloche' parish magazines, Autumn 2012-Spring 2015.	JA/3283	28-06-18
Parish of St Saviour	Parish of St Saviour additional deposit. Includes: Electoral rolls, September 2018.	JA/3327	04-10-18
Parish of Trinity	Parish of Trinity additional deposit. Includes: Annual rates returns 2016, Comptes des Surveillants 1760-1821, Actes et Rapports des Comites 1934-1986.	JA/3340	17-10-18
Probation Service	Jersey Probation and After-Care Service additional deposit of Annual Report and Client Feedback, 2017.	JA/3247	20-03-18
Property Holdings	Property Holdings additional deposit.	JA/3320	13-09-18
Social Security Department	Social Security Department additional deposit of Policy/Finance files, 1991-2008.	JA/3246	16-03-18
Social Security Department	Social Security Department additional deposit of Governance Section records including reciprocal agreements, office refurbishment, policy and other files, 1976-2000.	JA/3304	11-07-18
Social Security Department	Social Security Department additional deposit. Includes: SSD Gift and Hospitality Register 2015-2016.	JA/3326	04-10-18
St Luke's School	St Luke's School additional deposit. Includes records re. school development 1992-2003, PTA minutes 1995-2011, weekly diary 2012, meeting minutes 2011-2014, class visit records 2010-2013, budget 2005-2013, staffing and pupil returns 1995-2004, school attendance returns 2006, school newsletters 2011-2012, various photographs c1980s-2000s. DVD recordings of school trips and productions 2005-2008.	JA/3297	17-07-18
States Greffe	States Greffe additional deposit of a tax agreement.	JA/3222	11-01-18
States Greffe	States Greffe additional deposit of Registry material, 1946-2016.	JA/3233	05-02-18
States Greffe	Independent Jersey Care Inquiry additional deposit of 2 pen drives.	JA/3245	23-03-18
States Greffe	States Greffe additional deposit of a tax agreement between Jersey and Spain, 2018.	JA/3258	01-06-18

PUBLIC INSTITUTION	DESCRIPTION	ACCESSION NUMBER	ACCESSION DATE
States Greffe	States Greffe additional deposit. Includes: States of Jersey audio-visual material and edited Hansard transcripts, 2017.	JA/3275	22-06-18
States Greffe	States of Jersey Internal Communications distributed via the States Intranet, 2018.	JA/3276	25-05-18
States Greffe	States Greffe additional deposit of tax agreement between Jersey and Liechtenstein, 2018.	JA/3351	31-10-18
Statistics Unit	Stats Unit additional deposit of the 2011 census returns.	JA/3250	18-05-18
Treasury and Resources	Treasury and Resources additional deposit. Includes: minutes of the Ann Alice Rayner fund, 1949-2001; minutes of the Greville Bathe fund, 1970-2001; records (mainly accounts) relating to St Mannelier and St Anastase Schools, c.1889-1920; minutes and accounts of All Saints Church c.1832-1937.	JA/3268	01-06-18
Treasury and Resources	Treasury and Resources additional deposit of framed items previously on display. Includes: Cheque for £300,000 toward Jersey's contribution to the cost of the First World War addressed to Winston Churchill, Chancellor of the Exchequer and signed by treasurer of the States Herbert Frank Ereaut; Copy of a Red cross message sent by John L Dupré to Herbert Frank Ereaut in November 1940; Examples and metal printing plates of Jersey banknotes designed by Edmund Blampied in 1942 (to be transferred to Museum collection).	JA/3288	29-06-18

APPENDIX B

KEY PERFORMANCE INDICATORS

INDICATOR	2016 RESULT	2017 RESULT	2018 FORECAST	2018 RESULT	2019 FORECAST	COMMENT
Number of new collections (public and private records) accessioned	195	159	100	164	150	Reduced space at Jersey Archive will mean that large collections cannot be accepted until the extension is complete. Small collections will continue to be accepted.
Cubic measurement of new collections accessioned	31 cubic metres	14.5 cubic metres	28 cubic metres	35 cubic metres	10 cubic metres	Formal accessioning of 21.6 cubic metres of records from Children's Services currently held at Jersey Archive occurred in January 2018. 2019 forecast reflects limited storage space remaining at Jersey Archive.
Time until Jersey Archive is full	1.3 years	9 months	Archive Full	3 months	Archive Full	
Newly catalogued records available online	23,380 (294,336 total)	31,465 (325,800 total)	13,300 (339,100 total)	30,969 (370,069 total)	30,000 (400,069 total)	2018 total includes over 19,000 marriage entries added by volunteers and over 4,000 records catalogued as part of the Care Home Inquiry project.
Number of retention schedules in place	191	194	194	194	194	Majority of public institutions now have retention schedules in place so the 5 year review process is the focus of work.
Number of retention schedules reviewed	13	24	20	32	50 schedules are due for review in 2019	Significant review of Education and Social Security Schedules took place in 2018. Government of Jersey Information Management Team have indicated they wish to re-look at retention schedules in 2019 following changes in GDPR legislation. It is unlikely that 50 schedules can be reviewed with current resources.
Public Access to Jersey Archive - days open per year	162	161	163	163	162	Scheduled opening.
In person visits to Jersey Archive	2,901	3,087	3,000	2,870	2,900	In person visits to the Archive have declined slightly with the growth of online use.
Online catalogue visits	116,933	190,694	200,000	122,027	88,000	Change in google algorithms has led to less traffic to the site. Working with developers to push the site higher up the search engine ratings.
Distance enquiries	3,900	4,022	4,100	3,723	3,700	Continued level of written enquiries in 2019.
Attendance at Archive talks	1,310	1,278	1,400	1,802	1,800	What's Her Street's Story and Family History Festival planned for 2019 alongside usual reactive programme of talks.

APPENDIX C

ARCHIVE FUNDING

Jersey Heritage receives an annual grant from the States of Jersey to run a wide range of services including the provision of an archive. The organisation also self-generates around 50% of its income through a range of activities including admissions, membership and heritage lets and venues.

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	2017 BUDGET	2018 BUDGET - ACTUAL SPEND
Building Maintenance - Jersey Archive	£31,440	£32,634
Conservation, Preservation and Packaging Materials	£23,740	£20,411
Disaster Planning	£1,100	£620
Documentation and online development	£11,500	£6,087
Environmental Costs and Maintenance of Building Management System - Jersey Archive	£4,276	£15,601
Gardening and Cleaning	£6,108	£7,259
Heat, Light and Water	£24,262	£32,839
Interpretation, Public Services and Support Costs	£9,000	£7,976
Marketing	£2,750	£1,689
Permanent Staff - 8.1 FTE and caretaker including social security, pension, holiday costs etc.	£418,289	£402,355
Security	£2,151	£2,261
Sponsored Events	£3,500	£7,022
Total	£538,116	£536,754

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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