

Guidelines for the Transfer of Physical Material to Jersey Archive

Public Records (Jersey) Law, 2002

Under the Public Records Law public institutions are required to transfer all material that has been identified as archival to Jersey Archive 20 years after its creation.

Jersey Archive will work with public institutions to put in place retention schedules which list which records should be transferred to Jersey Archive and which should be confidentially destroyed by the department.

If you do not currently have a retention schedule please contact Jersey Archive for advice before filling in a transfer form.

If you do have a retention schedule in place please ensure that only those records that have been identified as archival are transferred to Jersey Archive.

Freedom of Information (Jersey) Law, 2011

Under the FOI law public authorities are required to indicate whether any information being transferred to the Archive contains exempt information.

If the documents you are transferring are exempt please ensure that you indicate this on the transfer form and also name the exemption you would like to apply, e.g. Article 27 – National Security.

In the closure periods column please enter the number of years that you would like the exemption to apply for. Closure periods are calculated from the end date of the file. Please be aware that under article 19 of the law exemptions under the following articles can only be applied for 30 years:

- Article 28
- Article 30
- Article 33
- Article 34
- Article 37
- Article 39

All other exemptions can be applied for 100 years but do not have to do be.

Transfer

- 1) Please use the flat-pack boxes provided by the Archive. These are the correct measurements for the strongrooms at the Jersey Archive and this will ensure the records do not have to be repacked. If you need boxes please contact the Archive at archives@jerseyheritage.org.
- 2) Please do not use any tape, glue, or similar, to fix the boxes together.
- 3) Items that are too large for the boxes should be tied together in bundles.
- 4) Complete an Archive Transfer Form for each box (see below).
- 5) Number the Archive Transfer Form and the box with the same number.
- 6) Contact the Archive – archives@jerseyheritage.org to arrange for delivery by the public institution to the Archive.

Archive Transfer Form

Please ensure that an Archive Transfer Form is completed for each box with the name of the department, section, contact individual, date of transfer and box number.

Please also email a Word version copy Archive Transfer Form to your Jersey Archive contact just before transfer.

The transfer form should list each item placed in the box giving the following details:

- 1) Any original references for the item, e.g. D/A1/1
- 2) The item's title giving a brief summary of contents, e.g. Immigration File for John Smith
- 3) Covering dates for the entire file, e.g. 1960 – 1983
- 4) Any potential closure periods, e.g. 100 year closure from date of birth
- 5) The FOI exemption that you would like to apply, e.g. Personal Information

Please see the Jersey Archive Digital Preservation Policy for guidance on the transfer of electronic material.

An official receipt for your transfer will be sent to you after deposit.

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