

Collection Policy

The Repository

The name of the repository is the States of Guernsey **Island Archives Service** (“the Island Archives”). Its address is St Barnabas, Cornet Street, St Peter Port, Guernsey GY1 1LF.

Mission

The Island Archives’ remit is to select, preserve and provide access to:

- i) Records of the States of Guernsey, certain Crown (extra-judicial) and other public bodies;
- ii) Records from other sources relating to the history of the Bailiwick of Guernsey and its inhabitants.

Constitution/Authority

The Island Archives was constituted by States' resolution of 25 June 1986 to operate under the States Ancient Monuments Committee (from 1994 called the States Heritage Committee) with the duties and responsibilities set out in a report published in *Billet d’État* xiii of that year. By The Machinery of Government (Transfer of Functions) (Guernsey) Ordinance, 2003, responsibility for Island Archives was transferred to the Policy Council of the States of Guernsey. In 2016 the States of Guernsey transferred responsibility for the Island Archives to the Committee *for* Education, Sport and Culture.

By virtue of the States’ resolution of 1986 all States Departments and Committees are to co-operate with the Island Archivist in accordance with policies and directives to be issued by the Policy and Resources Committee.

The States of Guernsey have not made legislation equivalent to the Public Records Act 1958 as amended, or the Freedom of Information Act 2000. The Data Protection (Bailiwick of Guernsey) Law, 2001 as amended applies to the Island Archives.

A proportion of the annual income from the Wilfred Carey Purchase Fund, established by States’ resolution in 1990, is available to the Island Archives in some circumstances to make purchases of local interest.

Standards

The Island Archives endeavours to store holdings of ongoing or permanent value in secure and environmentally stable conditions in accordance with *PD 5454:2012 Guide for the storage and exhibition of archival materials*.

Scope

Collecting principles

- Records are acquired by internal transfer, gift, purchase and deposit from public and other institutions and persons.
- Records, both published and unpublished, are accepted regardless of date including documents, files, books, photographs, maps, plans and audio-visual media.
- In acquiring records every effort will be made to avoid conflict and duplication. When advising potential depositors the Island Archives may draw attention to the existence of other repositories with similar or overlapping interests and facilities, to ensure that material is offered to the most appropriate institution.

Exclusions

- Subject to the overriding principle that the integrity of archival groups should normally be preserved, the Island Archives will not acquire material relating to places outside the Bailiwick of Guernsey unless having a close connection with the Bailiwick.
- The Island Archives will not usually collect copies of material already held in the public records or in Archives' collections. The Island Archives reserves the right to reject items or collections where the same information is publicly available and accessible elsewhere.
- Artefacts and artworks will not normally be accepted unless they have a special relationship with the associated archives held. The Island Archives will recommend that artefacts and artworks relating to the history of the Bailiwick of Guernsey are offered to the Guernsey Museum and Art Gallery.
- The Island Archives does reserve the right to reject items or collections for which access is not possible for reasons of condition, and where an amount of money

disproportionate to historic value would be required to make the item(s) available for consultation.

Official records

Records provide authoritative sources of information underpinning accountable and transparent administrative actions, and are a vital organisational and cultural asset. The Island Archives will work in cooperation with the Crown and all Committees of the States of Guernsey to ensure that records of continuing value are identified and transferred to its custody.

The Island Archives aims to select and preserve permanently official records, regardless of age or format, that document the significant functions and activities of the States of Guernsey, including:

- Records relating to the development and implementation of principal policies and actions;
- Records detailing the development of the physical environment;
- Records illustrative of the lives of citizens, including records relating to significant events or individuals.

The acquisition of other records

The Island Archives seeks to preserve other records of permanent value from a wide range of organisations and individuals, including but not limited to:

- Administrative records of all ten civil parishes.
- Administrative records of businesses, organisations and charities.
- Ecclesiastical records.
- Records relating to Bailiwick of Guernsey families and individuals (including but not limited to letters, diaries, photographs and family papers).
- Maps, plans, photographs and illustrations of the Bailiwick of Guernsey.
- Publications and periodicals for the Archives' reference library.

- Copies of material in other repositories or private hands that relate closely to the Archives' own holdings.

In assessing and selecting material for acquisition the Island Archives will take into account:

- Provenance
- Subject/content
- Uniqueness
- Research value
- Physical condition
- Sustainability

Terms of Deposit

- Only material judged to be of permanent value will be accepted by the Island Archives. Acceptance will be subject to a written agreement (usually an accession form) between the donor or depositor and the Island Archives. Accession information for every item donated or deposited is to be kept in hard copy and recorded on the Archives' cataloguing database.
- It is a condition of acceptance of deposits (except those of the States of Guernsey and Crown) that records will be made available for public consultation either immediately or at the expiry of an agreed specified period. Access is subject to the Island Archives' usual regulations, relevant legal provisions and Government regulations including those relating to copyright and data protection.
- The Island Archives will supply annually details of major new historical accessions to the National Archives for publication online.

Deaccessioning

The Island Archives may conduct periodic reviews of its collections. Subject to terms of deposit, any records not meeting the criteria for permanent preservation will be returned, destroyed or transferred to a more suitable repository.

Review Period

This policy will be reviewed by the Island Archivist as required but at a frequency of not less than five yearly. It was last reviewed in January 2017.