

Guidelines for the Transfer of Digital 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.

There is nothing in the Law that prevents material that is no longer required by the public institution and that has been identified as archival being transferred before the 20 year point.

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.

Appraisal and Selection

Please follow the guidance in your retention schedule to select records that have been identified as archival are appropriate to transfer to Jersey Archive.

Jersey Archive accepts digital records in the following file formats:

- Tiffs for master storage and high quality reproduction of image files
- Jpegs for access version of images files
- Microsoft formats
- Pdf/A files
- Txt files
- Html files

When you are ready to transfer, you will need to examine your file formats in detail to establish the precise versions of each format, verify that your files are free of corruption, and confirm that the formats are as expected.

The National Archive has a free, open source file format identification tool, [DROID](#), can assist you with this. [Guidance on how to use DROID](#) is available.

Metadata

Metadata is additional information describing the records being transferred. It describes the structure and format of the records as well as their content, context, provenance and sensitivity.

The following metadata is required for each series of files in each transfer of digital material to the Archive:

- Title
- Identifier
- Date
- Whether the record is a Folder or File
- Checksum - generated using the SHA-2(256) algorithm. We use it to verify that the file we receive has not been corrupted or changed during transfer.
- Copyright if applicable
- Closure status

Transfer

Archival records should be transferred on either hard drives or gold optical disks, e.g. CD-R or DVD-R as these two formats offer a higher longevity than other media such as memory sticks or cards.

All transfers containing sensitive material should be encrypted and the password provided separately to Archive staff.

Once your records are ready for transfer please complete a Digital Transfer form and ensure that metadata has been provided for each file/folder.

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 digital folder with the name of the department, section, contact individual and date of transfer.

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

The transfer form should list each folder 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 believe applies, e.g. Personal Information

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

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