



---

# A strategy for the Island Archives, Guernsey, 2015-2025

---

Island Archives  
St Barnabas  
Cornet Street  
St Peter Port  
Guernsey GY1 1LF

---

+44 [0] 1481 724512  
archives@gov.gg  
www.gov.gg/islandarchives

---

## INTRODUCTION

---

This document sets out a vision for the development of the Island Archives, building on the Service's mission statement committing it to providing the best possible repository, research and records management facilities to the States and people of Guernsey. It deals with the Archives' remit in connection with States of Guernsey departmental records, Crown, Police and Bailiff's records, film and sound archives, historical collections and individual items. These records are obtained by purchase, deposit or loan from institutions or private individuals, and include the Royal Court Heritage Library.

We set out here ambitions that will assist in the creation of a more outward-looking, progressive service, meeting not only public sector needs and desires, but also those of the wider community. These ambitions are consonant with the Six Core Principles of Good Governance adopted by the States of Guernsey in 2011. The States Strategic Plan, 2013, which co-ordinates the way government works and spends, contributes to the implementation of the principles. (See *Billet d'État* vi 2013 [26 Mar.]

## WHERE WE ARE

---

Since foundation in 1986, the committed and diverse team at the Island Archives has established a good reputation with users. The team employs a variety of research and conservation talents in dedicated archive facilities, notably at the redundant church of St Barnabas, which has a central location. There is also a recently improved outstore.

Results have been achieved in a situation of budgetary prudence and other resource challenges, including limited staff numbers, altering demands (such as meeting compliance in areas like Data Protection), and changes in political oversight as Guernsey's government has evolved. There is a lack of clear statutory or other protocols relating to Public Records and the like, and sometimes a lack of information available to the Archives about decisions and policies elsewhere in the administration. At the same time, there is an acknowledged need for wider knowledge of Archives' activities, functions, and skills.

One of the States' Strategic Plan's aims (p. 395) is to see the 'co-ordinated and cost-effective delivery of public services through co-operative working and transformation change management'. This aim is shared by the Island Archives. The Archives should also make a greater cultural contribution of the sort referred to in another of the aims of the States' Strategic Plan, namely to improve '... awareness of the culture and identity of Guernsey both internally (within the island) and externally'.

Clear policies and a firm purpose in delivery can only strengthen the Archives' team's reputation and ambitions in such areas, in a context of unknown political and economic change, a possible overload of demands, including in relation to regulation (for example freedom of information requirements), and on space, including possible threats to current accommodation. The existing dependence upon a small team, with varying specialisms and talents, and inevitable staff changes also have to be addressed.

## MEETING THE CHALLENGES

---

This strategy looks to meeting the challenges, as far as they can be identified, giving priority to building upon the Archives' existing reputation in the key areas of conservation, records management, and research and advice.

Our strategic objectives, largely reflecting present responsibilities, are these:

- To acquire, conserve, preserve and make accessible (according to current archival legislation and guidelines) the records of States' Departments and Committees.
- To acquire, conserve, preserve and make accessible (according to current archival legislation and guidelines) historical records acquired by purchase or deposit from parish authorities, public functionaries, institutions and private persons.
- To maintain and develop the Archives' research and advisory service to the States of Guernsey, other public bodies, and the community.

These strategic objectives are developed in the attached chart, and the means to achieving them will be identified in the creation, year by year, of a number of operational objectives, which, for example, might include:

- providing and maintaining appropriate reference material in the Archives Library.
- working closely with other service providers (Museum, Priaulx Library, Greffe etc.) in order to identify and fill any gaps in service provision.
- maintaining suitable acquisition, conservation and loans policies.
- reviewing, maintaining and developing appropriate cataloguing and indexing programmes.
- maintaining and developing information services (e.g. the Island Archives brochure).
- providing programmes both in and outside the archives environment to promote, inform and educate as part of the life-long learning process, including enhanced web presence.
- achieving professional accreditation standards and sustainability through service provision, enforceable protocols, and staff training and development.
- providing appropriate study facilities within the Archives and to improve public access while maintaining the archive's ambience.

## BENEFITS

---

Using this strategic plan, the Island Archives intends to supply tangible benefits to users in the States of Guernsey, the Bailiwick, and abroad, reflecting the ambitions set out in the States Strategic Plan.

The benefits will include in particular:

- for the States of Guernsey
  - improved access to information
  - the more efficient supply of records
  - better service delivery, including in communications, and public engagement
  - exemplars of technical expertise and management
  - the enhancement of government standing
- for the people of Guernsey
  - improved access to information
  - better repository and conservation facilities
  - greater cultural awareness
  - increased engagement with government, and
- for Guernsey
  - an enhanced historical profile
  - an example matching international standards
  - opportunities to demonstrate more widely the supply and exchange of information

Our aim is to enhance in a co-ordinated manner the reputation of the Island Archives as a 'centre of excellence', throughout the island and beyond. The Strategic Plan follows.

## STRATEGIC PLAN

<b>Area and strategic aim</b>	<b>2015</b>	<b>2017</b>	<b>2020</b>	<b>2025</b>
<p><b><i>Conservation and records management</i></b></p> <p><b>Establish holdings and means of enhancing efficient, appropriate and sustainable service through the following projects/actions:</b></p>	<p>Survey records holdings so as to establish needs.</p> <p>Develop agreed protocols, where appropriate with reference to States' Information Strategy.</p> <p>Expand IT functions, eg digitisation, database, web presence.</p> <p>Identify budget needs and priorities, including possible sponsors etc.</p>	<p>Have programme and protocols in place</p>	<p>Have programme professionally managed</p>	<p>Have professional conservator and appropriate manager(s) on team</p>
<p><b><i>Research and advice</i></b></p> <p><b>Enhance access to research and advice, taking into account users' needs through the following projects/actions:</b></p>	<p>Publicize service, improving access, through media coverage, liaison with External Affairs, presentations, tours, etc., considering users' needs after survey.</p> <p>Expand IT functions, eg digitisation, database, web presence.</p> <p>Define roles in team, attracting new skills and sharing same, and assessing professional development needs, with Archives Accreditation in mind.</p>	<p>Widen team supplying, following training and experience, and achieve Archives Accreditation.</p>	<p>Supply resources online</p>	

<p><b>Staffing</b></p> <p><b>Ensure talents, performance and sustainability match needs through the following projects/actions:</b></p>	<p>Define roles in team, attracting new skills and sharing same, and assessing professional development needs, with Archives Accreditation in mind.</p> <p>Identify budget needs and priorities, including possible sponsors etc.</p>	<p>Measure success, so as to establish needs and possibilities</p>	<p>Succession plan</p>	<p>Have qualified Island Archivist in place</p>
<p><b>Digitisation/IT</b></p> <p><b>Develop appropriate tools, access, and presence through the following projects/actions:</b></p>	<p>Expand IT functions, eg digitisation, database, web presence.</p> <p>Develop agreed protocols, where appropriate with reference to States' Information Strategy.</p> <p>Identify budget needs and priorities, including possible sponsors etc.</p>	<p>Create own website after initial update of present States' pages (2014), and use social media, with improved accessibility for users through digitisation</p>	<p>See historical catalogue and aspects of film and sound archive on line.</p>	<p>Achieve significant on-line presence</p>
<p><b>Finance, Partnerships/Investment and Marketing</b></p> <p><b>Improve access to service through marketing/partnership/investment through the following projects/actions:</b></p>	<p>Publicize service, improving access, through media coverage, liaison with External Affairs, presentations, tours, etc., considering users' needs after survey.</p> <p>Identify budget needs and priorities, including possible sponsors etc.</p>	<p>Secure finance, having made business cases.</p> <p>Have partners sponsoring projects</p>	<p>Receive income</p>	<p>Participate in international archives bodies</p>