

**(ATTACHMENT II)
MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE
CARIBBEAN**

**APPLICATION FORM
2010**

PART A – DESCRIPTIVE SUMMARY

Provide the collection's significant features and criteria justifying its uniqueness. The text must be clear and precise, since this is the first contact with the application for the judges examining it.

(maximum one page, with illustrations of the document or set of documents)

*The Indentureship Collection
Jamaica*

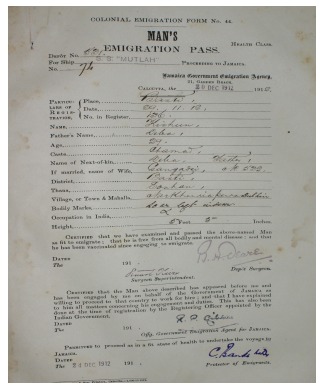
This collection is the only one of its kind in Jamaica that covers the period of indentureship between 1845 and 1958 for East Indians and Chinese. These archives form part of the records transferred to the Jamaica Archives from the Protector of Immigrants Department (1B/9) established to oversee the Immigration of labourers and the Colonial Secretary's Office (1B/5/92).

It outlines the application process of East Indians from Calcutta to Jamaica, which provides information on the Emigrant. Of interest to these applications was the fact that the Indians signed their applications with a thumb print.

Ship records (1845–1916) also form part of this collection and they provide information on the names of the ships that transported immigrants between Jamaica and Calcutta, the number of Indians on board, medical reports on the Indians, the number of deaths on the voyage and the items received from the Agent General of Emigration for Jamaica in Calcutta. The collection also details the number of indenture servants who returned to India after their contracts, those removed as a result of vagrancy and correspondence re applications from aliens for admission and naturalisation (1909–1940).

Additionally, the collection includes correspondence (1909-1958) between the Immigration Department, the Secretary of State, the Protector of Immigrants and the Agent General in Calcutta. Annual reports (1904-1954) from the Department are also included in the collection, outlining the operations and expenditure of the Department in maintaining immigrant labour.

Also included in the collection are the importation of Chinese labourers in 1884 via the SS 'Prinz Alexander', and the removal of some Chinese who were considered vagrants between 1921 and 1924.



Emigration Pass

No.	Name	Date of Issue	Age				Height				Weight				Complexion				
			Yrs.	Mos.	Days	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.	Ins.		
1	Prinz Alexander	1884																	
2																	

Emigrants Agreement Form

PART B – DATA ON THE PARTY SUBMITTING THE APPLICATION

(May be the owner or duly authorized custodian)

Name of the individual or entity that owns the document proposed	Jamaica Archives and Records Department (JARD)
Name of the individual or entity that has custody of the document proposed (Only if different from the owner)	The Archive Unit
Nature of the entity (public or private)	Public
If public, specify under what body	Ministry of Youth, Sports & Culture

ADDRESSStreet / Avenue **Cnr. King & Manchester Streets**Neighborhood / District **Spanish Town**P.O. Box _____ City **St. Catherine** State _____Country **Jamaica**Country Code _____ City Code _____ Tel. **(876) 984-2581** Extension _____Tel. **(876) 984-5001** Extension _____Fax **(876) 984-8254**E-mail rstratchan@jard.gov.jm / jarchives@jard.gov.jm / cthomas@jard.gov.jmWebsite www.jard.gov.jm

PART C - MAIN ACTIVITIES OF THE CUSTODIAN

<p>Summary description profile of custodian institution or entity</p> <p>(Fill in only in the case of a private or public-law entity)</p> <p>(maximum one page)</p>	<p>The Jamaica Archives and Records Department exists to ensure the efficient and effective management of official records, at all stages of their lives and to preserve those official and archival records for current and future use by the Government and citizens of Jamaica, in order to strengthen national development. Under the Archives Act 1982, and Regulations (1988) the Jamaica Archives and Records Department:</p> <ul style="list-style-type: none">(a) Identifies, acquires, preserves and make accessible records of national significance, from the public as well as other sectors, for the benefit of national and other researchers.(b) Assists government ministries, departments, statutory bodies, public corporations and parish councils in the effective and efficient management and use of official records, which support public sector activities, government accountability and transparency and the maintenance of corporate memory.(c) Plays a leadership role in the provision of advice, standards, and professional development, communication and evaluation activities to information professionals in parish councils and government entities.(d) Supports the Jamaican records and information community and Caribbean archival community. It endeavors to provide a leadership role in strategic management and use, of government records/information as well as shaping the Jamaican public sector as the model for best practices in records/information management and use. <p>The objectives of the Department are to:</p> <ul style="list-style-type: none">1. Serve as the main repository in the country for the preservation and access of government records relating to the country's history and heritage in paper, audiovisual and electronic formats.2. Collect archival materials relating to Jamaica produced by non-government institutions and private persons to ensure that primary materials of value to Jamaica are preserved.3. Establish standards and procedures for the efficient and effective management of official records in public sector entities at all stages of their life cycle.4. Provide consulting services and training in records and information management to government ministries and departments.5. Provide storage facilities for non-current government records awaiting final disposition in keeping with their retention schedules.6. Provide administrative support to the Archives Advisory Committee.
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PART D – SUBSTANTIATION OF DOCUMENT PRESENTED

<p>Provide a complete description of the intrinsic and extrinsic features of the document, indicating the time, place, author, issue(s) addressed, form or style, justifying its:</p> <ul style="list-style-type: none">• origin• authenticity• uniqueness <p>and importance for Latin American and Caribbean history and culture, as well as a summary of its conservation status.</p> <p>Provide three bibliographic references for the proposed documentary heritage and data from three experts who can provide opinions on its value and importance.</p> <p>Include the ownership status, access conditions, major legal issues, including copyright.</p> <p>Include a brief administrative history or biography of the producer/creator.</p> <p>(Include illustrations of the document or parts of the collection proposed for nomination)</p> <p>(maximum three pages)</p>	<p>The Indian collection is a compilation of leaflets and correspondence kept in bundles, predominantly handwritten, with the exception of the Annual Reports which are printed materials. The Forms of Agreement for Intending Immigrants are however interesting as they bear the thumb prints of Indians applying to work in Jamaica as indentured servants. This collection documents a period of a century (1845-1958), bringing to life the number of East Indians who came to Jamaica as labourers, those who returned, a glimpse of their living conditions and treatment, and how they impacted the culture of the country through assimilation. The Indians provided a source of continuous labour for the island when Jamaican labourers refused to work on plantations because they were unable to establish satisfactory wage contracts with the plantocracy. East Indian and to a lesser extent Chinese labourers satisfied the labour needs of these planters, not only in Jamaica, but in Trinidad and British Guiana (Guyana) as well.</p> <p>The East Indians provided a source of continuous labour for the island when Jamaican labourers refused to work on plantations because they were unable to establish satisfactory wage contracts with the plantocracy. These indentured labourers did not resolve the problems of the plantations and the local governments in the Caribbean during the nineteenth century, but they enabled the sugar plantations to weather the difficulties of the transition from slave labour. This collection is valuable to the history and culture of Latin America and the Caribbean because it outlines an important interval in the development and change in the population and labour composition of the region. These immigrants pluralized the culture, economy and societies of the region. They introduced rice and boosted the local production of cacao and ground provisions such as tubers, fruits, and vegetables. Although some East Indians eventually converted to Christianity and intermarried with other ethnic groups, the majority remained faithful to their original Hindu and Muslim beliefs, adding temples and mosques to the religious architecture of the region. Their art, music and cuisine provide an illuminating testimony of the manner in which they have inscribed themselves into the history of the Caribbean and Latin America. East Indian immigrants and their descendants have ensured the existence of a rich cultural heritage in the multi-cultural and pluralistic society of the region, and their documentary heritage should be preserved to inform their descendants of their journey from India.</p> <p>This collection of papers has been a very useful source to social historians, genealogists and people of Indian descent as it provides documentation on those who embarked on the journey to the Caribbean, birth and mortality rate on the voyage, the gender composition, medical treatment and rations received. It is an ideal collection for tracing Indian ancestry, such as family name and caste, and documenting administrative changes in government policies re Indian immigration.</p>
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In general, the collection is in fair condition, but there are a number of poor and fragile items, especially the Nominal Rolls and Emigrant Passes. Several of the items have been water damaged, evident by water and mold stains, in addition to some amount of insect damage (termite). Additionally, based on how the collection was housed the edges of the items are dog eared and or torn in some instances. There are a few items however which are not available for access due to their fragile state, and these have been particularly airmarked for microfilming.

The Immigration Department was established in 1879 under the Immigration Protection and Regulation Law (Law 23 of 1879) under the administration of the Governor who was responsible for appointing a Protector of Immigrants. The Protector was accountable for the general management, superintendence and direction of the Department and the officers employed in the service. The Law stipulated every aspect of the immigration process from recruitment to the return passage, inclusive of treatment of the immigrants while in Jamaica. The records of the Department were transferred to the Jamaica Archives between the 1960s and 1970s.

The Jamaica Archives is the legal custodian (physical and legal) of these archives based on the stipulations of the Archives Act 1982, and there are no access restrictions on the collection. The collection is open to consultation by all researchers, and requests for the reproduction of the material in the form of publications are granted by the Government Archivist.

Bibliographic References

1. Gosine, Mahin and Narine, Dhanpaul, *Sojourners to Settlers: Indian migrants in the Caribbean and the Americas*.
2. Mansingh, Lakshmi and Ajai, *Home Away from Home: 150 years of Indian Presence in Jamaica 1845-1995*.
3. Mansingh, Lakshmi and Ajai, 'Indian Heritage in Jamaica', *Jamaica Journal*, vol. 10, Nos. 2-4, 1976, p.10-19.
4. Shepherd, Verene, *Maharani's Misery: narratives of a passage from India to the Caribbean*.
5. Shepherd, Verene, *The Dynamics of Afro-Jamaican-East Indian Relations in Jamaica, 1845-1945: a preliminary analysis*, *Caribbean Quarterly*, vol. 32, Nos. 3-4, 1986, p.14-26.
6. Shepherd, Verene, 'Transients to Citizens: the development of settled East Indian community in Jamaica', *Jamaica Journal*, vol. 18, No. 3, 1985, p.17-26.
7. Shepherd, Verene, *Transients to Settlers: the experience of Indians in Jamaica 1845-1950*.

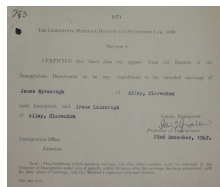
Bibliographic References

8. Sohal, Harinder Singh, 'The East Indian Indentureship in Jamaica 1845-1917, Ph.D (1979).
9. Tortello, Rebecca, 'Out of Many Cultures the People Who Came: the arrival of the Indians', at <<http://www.jamaica-gleaner.com/pages/history/story0057.htm>>.

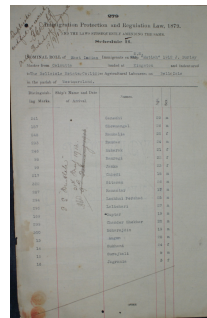
Data

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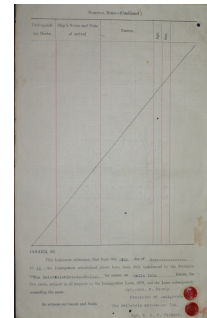
Illustrations of Archives



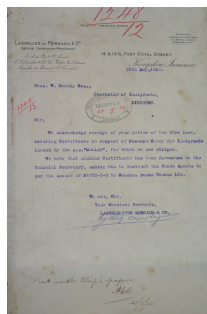
Marriage Permit



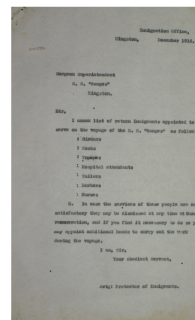
Nominal Roll (1)



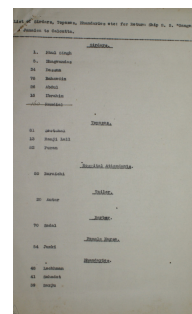
Nominal Roll(2)



Ship Arrival



Return Ship (1)



Return Ship (2)

Example of Catalogue

Reference	Description	Date
1a	Allotment Book – Time of Arrivals, Ships and Estates	1873-1875
1b	Allotment Book – Time of Arrivals, Ships and Estates (Index of Estates)	1873-1874
2	Arrivals SS “Thetis” from Calcutta to Jamaica	1846
3a	Arrivals SS “Blundell” from Calcutta to Jamaica	1845-1847
3b	Arrivals SS “Hyderabad”	1846
3c	Arrivals SS “Success” from Calcutta to Jamaica	1847
3d	Arrivals SS “Athenia” from Madras to Jamaica	1847
3e	Arrivals on SS “David Clarke” from Calcutta to Jamaica	1847
4	Arrivals on SS “Themis” from Calcutta	1860
5	Medical Case Book, Nominal Returns of Deaths and Medical Journal (Admissions and Discharge Book). Report on the Immigrants by the Ship 1869 “Gainsborough” from Calcutta to Jamaica	1869
6	Arrivals on SS “Clarendon (1861), “Sydenham” (1862), “Wentworth” (1861), “Ravena Craig” (1861), “Gertrude” (1862), “Marion” (1862) and “Scoresby” (1862)	1861-1862
7	Arrivals SS “Humber” from Calcutta to Jamaica	1872
8	Arrivals SS “Barossa”	1847
9	Arrivals SS “Chetah”	1876
10a	Arrivals SS “Howrah”	1881
10b	Charter Party “SS Lightning”	1880
11	Applications for Arrivals of Coolies SS “Dahoney	1902-1903
12a	Returns SS “Mutlah” to Calcutta from Jamaica	1909
12b	1. Returns SS “Mutlah” and SS “Sutley” 2. Arrivals SS “Mutlah” and SS “Sutley”	1909 1910
12c	Nominal Rolls of East Indian Immigration SS “Indus”	1911

PART E – MANAGEMENT PLAN

<p>Is there a management plan for custody, preservation, safety and access to the proposed document?</p> <p>() Yes</p> <p>(*) No</p> <p>If so, please attach a summary of the plan.</p> <p>If not, please report on conditions of custody, preservation, safety and access.</p> <p>(maximum one page)</p>	<p>The Jamaica Archives does not have a management plan for custody, preservation, safety and access as one document, but has regulations pertaining to access, a preservation plan and a disaster plan, which would incorporate the preservation of the collection from theft and damage caused by natural and man-made disasters.</p> <p>On an annual basis, a preservation survey is conducted on the collection to identify all preservation needs and the levels of deterioration. Those items determined fragile are restricted from access by researchers. Some of these items have been microfilmed and others have been air marked for microfilming, in an attempt to preserve the originals from further damage or loss. The collection is stored in boxes to prevent damage caused by dust or other pollutants, and the area is protected by a halon fire suppressant system.</p> <p>In general, there is access to the collection under supervision by staff in the Department, which is extremely important based on the nature of material (unbound). Researchers are allowed only three items at any given time and are advised to only use pencils when consulting the archives.</p>
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PART F – RISK ASSESSMENT

Additional information to complement the nomination.

Describe in detail the nature and scope of threats to the document or set of documents.

(Natural risks, surroundings of the building, environmental conditions inside and outside the headquarters building, pollution, support fragility, other relevant data)

(maximum one page)

There are two major threats to the collection at the moment. The first threat is associated with the storage of the collection. Currently, they are housed in non-archival storage boxes, which are increasing the deterioration process caused by acidity.

The second risk to the collection is associated with the environmental conditions of the repository in which they are stored. With the use of a central air conditioning system installed in the early 1990s, the archives are stored at a temperature of $\pm 70^{\circ}\text{F}$. Frequent power outages, the absence of a standby generator and equipment to monitor and log temperature and relative humidity make it difficult to determine the true environmental conditions under which the collection is being stored. This risk therefore makes the archives susceptible to mold growth and insect damage if not surveyed on a regular basis.

PART G - BIDDER

Person responsible for submitting the application:

Claudette Thomas

Name

I accept all conditions of this Invitation and its Regulations, assuming full responsibility for the truthfulness of the information submitted to MOWLAC.

City Kingston

Date **31/08/ 2010**



Signature

ATTACHMENT III

COMPLEMENTARY DATA ON THE DOCUMENT OR SET OF DOCUMENTS FROM AN ARCHIVE

DESCRIPTION OF THE DOCUMENT OR SET OF DOCUMENTS	
On the basis of the International Standard for Archival Description – ISAD (G) - ICA	
1. Area of Identification	
Formal title or title attributed to the document or set of documents	Protector of Immigrants Department
Dates or boundary dates	1845 – 1934; 1941 – 1958
Dimensions or quantification of the collection	175 items
Documentary support (Specify the nature of materials)	Mainly unbound material including correspondence, and publications (annual reports)
2. Area of Contextualization	
Name of producer	Immigration Department
Administrative history (public or private entity) or biography (individual) of producer (maximum one page)	<p>The Immigration Department was established in 1879 under the Immigration Protection and Regulation Law (Law 23 of 1879) under the administration of the Governor who was responsible for appointing a Protector of Immigrants.</p> <p>The Protector was accountable for the general management, superintendence and direction of the Department and the officers employed in the service. The Law stipulated every aspect of the immigration process from recruitment to the return passage, inclusive of treatment of the immigrants while in Jamaica. The records of the Department were transferred to the Jamaica Archives between the 1960s and 1970s.</p>

3. Area of contents and structure

<p>Contents of the document or set of documents</p> <p>(Specify the most significant issues or topics addressed)</p> <p>(maximum one page)</p>	<ol style="list-style-type: none"> 1. Correspondence: Correspondence (1909-1958) between the Immigration Department, the Secretary of State, the Protector of Immigrants and the Agent General in Calcutta, applications for marriage permits, criminal, medical and marital problems, and returns of wages earned by the Indian labourers. Additionally, correspondence re applications from aliens for admission and naturalisation (1909-1940). 2. Annual reports (1904-1954) from the Department are also included in the collection, which outlines the operations and expenditure of the Department in maintaining immigrant labour during the period of Indian immigration. 3. Nominal Rolls, Intending Emigrant Agreement Forms, Emigrant Agreement Forms, Emigration Passes outlines the application process of East Indians from Calcutta to Jamaica, which provides information on the Emigrant such as his/her name, father's name, dependents, age, sex, caste, occupation in India, residence and successor to estate in India. 4. Ship Records (Arriving and Departing) provide information on the names of the ships that transported immigrants between Jamaica and Calcutta, the number of Indians on board, medical reports on the Indians, the number of deaths on the voyage and the items received from the Agent General of Emigration for Jamaica in Calcutta, for example, clothing and stationary. They also detail the number of indenture servants who returned to India after their contracts. Also included in the collection are the importation of Chinese labourers in 1884 via the SS 'Prinz Alexander', and the removal of some Chinese who were considered vagrants between 1921 and 1924.
<p>System by which the collection is organized and catalogued</p>	<p>Administrative Series – Central Government Department</p>

4. Area of access and use conditions	
<p>Access conditions</p> <p>Specify:</p> <ul style="list-style-type: none"> • no restrictions – free access; • with restrictions – describe the nature thereof. 	No restrictions – free access
<p>Reproduction conditions (Specify types of reproduction authorized)</p>	Microfilming and digital imagery
<p>Language (Specify languages)</p>	English
<p>Research instruments (Specify available research instruments – inventories, catalogues, indices, databases and others)</p>	Catalogue and in-house database
<p>Hours open to the public</p>	<p>Monday – Thursday 9:00 – 4:30</p> <p>Friday 9:00 – 3:30</p>
5. Area of related sources	
<p>Existence of copies and location</p> <p>(Specify the existence of copies of the document and their location)</p>	One copy only, stored in-house
<p>Related description units (Specify the existence of other documentary units related to the document or set of documents proposed)</p>	

6. Area of notes

<p>Notes on the conservation status of the document or set of documents</p>	<p>In general, the collection is in fair condition, but there are a number of poor and fragile items, especially the nominal rolls and emigrant passes. Several of the items have been water damaged, evident by water and mold stains, in addition to some amount of insect damage (termite). Additionally, based on how the collection was housed the edges of the items are dog eared and or torn.</p>
<p>Note on publication</p> <p>(Specify publications, articles and studies based on the document or set of documents)</p>	<ol style="list-style-type: none"> 1. Gosine, Mahin and Narine, Dhanpaul, Sojourners to Settlers: Indian migrants in the Caribbean and the Americas. 2. Mansingh, Lakshmi and Ajai, Home Away from Home: 150 years of Indian Presence in Jamaica 1845-1995. 3. Mansingh, Lakshmi and Ajai, 'Indian Heritage in Jamaica', Jamaica Journal, vol. 10, Nos. 2-4, 1976, p.10-19. 4. Shepherd, Verene, Maharani's Misery: narratives of a passage from India to the Caribbean. 5. Shepherd, Verene, The Dynamics of Afro-Jamaican-East Indian Relations in Jamaica, 1845-1945: a preliminary analysis, Caribbean Quarterly, vol. 32, Nos. 3-4, 1986, p.14-26. 6. Shepherd, Verene, 'Transients to Citizens: the development of settled East Indian community in Jamaica', Jamaica Journal, vol. 18, No. 3, 1985, p.17-26. 7. Shepherd, Verene, Transients to Settlers: the experience of Indians in Jamaica 1845-1950. 8. Sohal, Harinder Singh, 'The East Indian Indentureship in Jamaica 1845-1917, Ph.D (1979) 9. Tortello, Rebecca, 'Out of Many Cultures the People Who Came: the arrival of the Indians', at <http://www.jamaica-gleaner.com/pages/history/story0057.htm>.