

Procedures for accessing Employee records in Jacob's Biscuit Factory Archive

General Information

The archives of Jacob's Biscuit Factory Archive have been acquired by Dublin City Library and Archive. Access to employee records is strictly controlled in order to ensure compliance with our statutory obligations under the Data Protection Act 1988.

Employee files are not currently organised by date or individual employee, and therefore it is **not** possible to allow any member of the public access to original records or groups of records. Depending on the date of birth or death of an employee, Dublin City Archives may be able to carry out a search on your behalf and email you details of information contained within the record.

All requests to access information in employee records must be submitted via email to cityarchivess@dublincity.ie. Only one request can be submitted per email and please allow a minimum of 15 days for processing.

Employees born Pre-1916

Access to information contained in records of employees born prior to 1916 can be requested via cityarchives@dublincity.ie. Please provide

- Full name of employee
- Date of birth
- Approximate dates of employment at Jacobs
- Date/Year of marriage
- How you know individual was employed by Jacobs Biscuit Factory (e.g family knowledge, recorded in 1911 census records etc...)
- Any additional useful information such as address, position in factory etc

Once a record relating to an employee born pre-1916 record has been searched it will then be opened generally to all public research queries.

Employees born post-1916

Records which relate to individuals who were born less than 100 years ago are closed to general research request.

Access to information contained in their own employee record will be provided to an individual once **proof of identity** is provided.

Access to information will also be provided to direct relatives [child or spouse] of deceased employees born post -1916 on provision of:

- 1) Death certificate of relative
- 2) Documentation showing proof of relationship with deceased
- 3) Proof of Identity of requestor

All requests to access information of employee records born post 1916 must be submitted via email to cityarchives@dublincity.ie,

Additional information regarding all employee files:

(Born pre and post 1916)

- Parts of a file may be redacted if it contains sensitive information regarding living individuals.
- Information is provided for research purposes only. It may not be published or shared with a third party unless you apply to cityarchives@dublincity.ie for permission to do so.
- Please note also that there are some gaps within the collection and we do not have a complete set of employee records.
- Employee records do not contain photographs.
- We do not hold records on members of the Irish Volunteers who fought at the Jacobs Garrison
- Dublin City Library and Archive retain the right to review and amend these procedures.