

MINISTRY PAPER #24/14

ANNUAL REPORT OF THE REGISTRAR GENERAL'S DEPARTMENT FOR THE FINANCIAL YEAR 2004/2005

The Ministry Paper on the Annual Report of the Registrar General's Department for the financial year 2004/2005 is being tabled for information in the Parliament.

1. INTRODUCTION

1.1 The Registrar General's Department (RGD) was established in 1879 and became an Executive Agency in 1999. There are two distinct arms of the RGD, the General Register Office and the Island Records Office. The General Register Office has sole responsibility for the registration of births, stillbirths, marriages, adoptions and deaths. The Island Record Office is responsible for safekeeping of historical and public documents.

1.2 To facilitate access to the public, the RGD which is located at Twickenham Park, St. Catherine operates nine (9) regional offices: Savanna-la-Mar, Westmoreland; Montego Bay, St. James; Port Antonio, Portland; Santa Cruz, St. Elizabeth; Mandeville, Manchester; St. Ann's Bay, St. Ann; Duke Street, Kingston; May Pen, Clarendon and Portmore, St. Catherine.

2. KEY PERFORMANCE INDICATORS

2.1 *General Register Office*

- During the period under review, a total of 287,531 applicants were received by the Agency. Of this figure, 257,723 were processed and delivered to customers.
- The Agency opened three new regional offices in Santa Cruz, St. Elizabeth; Port Antonio, Portland; and Savanna-la-Mar, Westmoreland. These locations were secured to facilitate easier access to the services of RGD islandwide.
- During the review period, the number of registry weddings moved to 649 from 525 in the previous year, reflecting an increase of 23.6%.

- A total of 23 outreaches/exhibitions were conducted during the financial year. Additionally, 34,666 promotional materials were distributed.

2.2 *Island Record Office*

- The Agency reported that 22,694 documents were filed with the Island Records Office, reflecting a decline of 13.6% when compared with the previous year.
- During the review period, genealogical search hours totalled 1,198, an increase of 57% when compared with the pervious year.

3. FINANCIAL STATEMENT AND AUDITED ACCOUNTS

- 3.1 The compensation package paid to the members of the Advisory Board and Senior Management of the Agency for the period under review is included in the Annual Report.
- 3.2 The total income to the RDG amounted to \$418,622,120.61 which included Certificate Production at \$215,191,314.22, Express Fees at \$119,757,000.00 and Island Records Office at \$45,026,086.46. Expenditure amounted to \$371,936,977.50, resulting in a surplus of \$46,685,143.11.
- 3.3 The Auditors, Auditor General's Department, concluded that proper accounting records were kept and that the financial statements presented fairly in all material respects to the financial position of the Agency as at March 31, 2005.



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