

JHA Directorate Retention Schedule

24/10/2024

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public institutions to produce retention schedules. The schedules list the public records produced by institutions, the length of time these records need to be retained for and the eventual disposal of the information – either to the Jersey Archive for permanent preservation or to be confidentially destroyed.

The Public Records Law defines public institutions as including the following:

- a. A Department referred to in Article 1 of the Departments of the Judiciary and the Legislature Law, 1965
- b. Any administration of the States
- c. The Trust (i.e. Jersey Heritage Trust)
- d. The Archivist
- e. The Records Advisory Panel
- f. A person prescribed by regulations
- g.
 - (i) the staff establishment of the Lieutenant Governor
 - (ii) the States of Jersey Police Force
 - (iii) any office or institution in Jersey where natural persons who are officers of the Crown, or are employed by the Crown, the States or the States Employment Board, work in their capacity as such officers or employees
 - (iv) a corporation owned by the States or in which the States have a controlling interest
 - (v) any of the 12 parishes of Jersey so far as concerns its staff establishment, offices and institutions (including the Honorary Police) that perform the temporal functions of the parish

The major government departments, administrations and the parishes have retention schedules in place. A number of smaller public institutions, particularly those that are partly States funded but are set up as quangos kept at arm's length from the main body of the States; do not yet have specific retention schedules.

This schedule applies to all records, whether paper or electronic and will be reviewed after 5 years. Please note retention period dates should be calculated from the end date of the file, e.g. a file dated 2006 – 2014 and due for transfer to Jersey Archive, review or destruction after 10 years should be actioned in January 2025.

File Title	Retention Period within institution	Action by institution	Action by Jersey Archive	Notes
Overview Records				
Establishment documents	10 years	Transfer to Jersey Archive	Archive	
Service Level Agreements	10 years	Copy to Jersey Archive on production	Archive	
Annual Reports/Business Plans	10 years	Copy to Jersey Archive on production	Archive	
Meeting minutes, agendas, board packs and reports	10 years	Transfer minutes etc. of high-level/policy meetings to Jersey Archive Destroy low level meeting minutes/action points	Archive	
Strategies & reports – internal and consultants’	10 years	Transfer to Jersey Archive	Archive	
Policies, Procedures and Form Templates	10 years	Transfer copy of each and any significant updates to Jersey Archive	Archive	
Overview statistics and statistical analysis	10 years	Transfer to Jersey Archive	Archive	
Jersey specific guidelines and reference information	Retain until no longer required	Transfer copy of each to Jersey Archive	Archive	
Non-Jersey specific guidelines and reference information	10 years	Destroy	NA	
Legislation, Codes of Practice and Guidance development – research and background papers	10 years	Weed for duplicates and transfer to Jersey Archive	Archive	

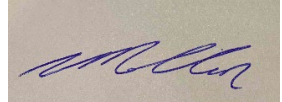
Correspondence				
Director/Chief Executive's correspondence including email	End of project/ subject plus 1 year	Transfer to Jersey Archive	Archive	
All Staff – general correspondence, including email	Retain until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	Archive relevant project/ subject folders	
Teams Chat	21 days	Deleted		
Building a Safer Community				
Research, Guides and Legislation	10 years	Transfer to Jersey Archive	Archive	
Violence Against Women and Girls (VAWG) Centralised Dataset	20 years	Destroy	None	To cover youth
Data Partnership Meeting Information	10 years	Transfer to Jersey Archive	Archive	
Annual Report	Current	Transfer copy to Jersey Archive on production	Archive	
Published Leaflets / Promotional Material	Current	Transfer copy to Jersey Archive on production	Archive	
Promotion and Publicity				
Photographs	10 years	Review with Jersey Archive and transfer small sample of historic interest	Archive	
Leaflets and Publicity Material	10 years	Transfer copy of each to Jersey Archive	Archive	
Press Releases	5 years	Transfer copy of press releases	Archive	
Websites and Social Media feeds	Constantly Updated	Contact Jersey Archive to arrange for sites to be crawled and archived at regular intervals	Archive	

Interactions				
Enquiries, Complaints & Responses	10 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy	Archive	
Advice	10 years	After 10 years, transfer to Jersey Archive advice of high public-interest and that which leads to the making of, or changes in policy	Archive	
Subject Access Request Information	1 year	Destroy	NA	
Subject Access Request Response Letters and Spreadsheet	10 years			
Operational Records				
Operational records reflect the specific function of each public institution, e.g. the operational records of a hospital would include ward registers, patient case files and admission registers. To review your operational records please contact Jersey Archive and we will produce a specific retention schedule – archives@jerseyheritage.org				


The following records are common across the majority of institutions and copies of these schedules can be provided by Jersey Archive.

All Financial Records	Please refer to Public Finances Manual
All HR and Training Records	Please refer to SoJ Personnel Retention Schedule
Health and Safety Records	Please refer to Generic Health and Safety Retention Schedule
Contracts	Please refer to Minor Contracts Retention Schedule
Projects (Non-construction)	Please refer to Generic Projects Retention Schedule
All Building Maintenance Records	Please refer to Maintenance Retention Schedule

APPROVED AND SIGNED ON BEHALF OF THE DEPARTMENT FOR STRATEGIC POLICY, PLANNING AND PERFORMANCE BY:

Name	Signature	Position	Date
Nicola Mollin		Governance and Administration Manager	24/10/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	24/10/2024