

# Chief Minister's Department – Human Resources

## Retention Schedule

30/09/2014

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, 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.

This schedule applies to all records, whether paper or electronic that are produced by Human Resources of the Chief Minister's Department.

The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years.

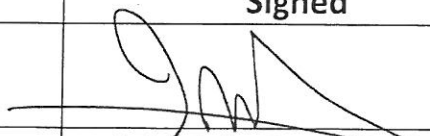
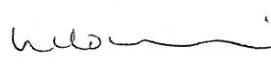
Please note retention period dates should be calculated from the end date of the file, e.g. a file dated 2001 – 2009 and due for transfer to Jersey Archive, review or destruction after 10 years should be actioned in January 2020.

File Title	Retention Period	Action by Department	Action by Jersey Archive	Notes
<b>Operational</b>				
Personnel Files	A minimum of 100 years from the date of birth	Destroy	None	
Case Files	To be retained in a separate file from personnel file for a period of 10 years	Destroy	None	Serious case files escalate to employment relations
Employee case files concerning Child Protection cases or Safeguarding issues in relation to an Adult at Risk	A minimum of 100 years from the date of birth	Review – Transfer significant high profiles cases to Jersey Archive	Archive	

		production		Workers
Collective Agreements	Retain until superseded	Destroy	None	
HR Leadership Meetings/Senior Management Minutes of Meetings	3 years	Transfer to Jersey Archive	Archive	

\*The following information will come to Jersey Archive from the States Greffe:

- Copies of Legislation/Projects
- Signed Ministerial Decisions
- Copies of Reports submitted to the States Assembly
- Copies of Scrutiny Reports

<b>CMD - Chief Executive</b>	<b>Schedule Approved and Signed</b>	<b>Date</b>
		22/12/14
<b>JA - Archives and Collections Director</b>	<b>Schedule Approved and Signed</b>	<b>Date</b>
Linda Romeril		2/10/2014