

**Children, Young People, Education and Skills**

**RETENTION SCHEDULE FOR L'OFFICE DU JÈRRIAIS**

**(whatever their format – paper or electronic)**

**March 2023**

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 L'Office du Jèrriais.


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. Date of next review: 2028


<b>File Title</b>	<b>Retention at CYPES</b>	<b>Action by CYPES</b>	<b>Notes</b>
Translation Work	Current plus 3 years	Transfer to Jersey Archive	Open

<b>General Records – <a href="#">Refer to Generic Retention Schedule for CYPES</a></b>
<b>Finance Records – Refer to GoJ <a href="#">Public Finances Manual, Supporting Documents, Retention of Financial Documents</a></b>
<b>Personnel Records – Refer to Generic GoJ HR Retention Schedule</b>
<b>Health and Safety - Refer to Generic GoJ Health and Safety Retention Schedule</b>

**APPROVED AND SIGNED BY CYPES:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Alexa Munn		Head of Governance	17/3/23

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Linda Romeril		Archives and Collections Director, Jersey Heritage	22/03/2023