

Office of the Chief Executive – External Relations

Draft Retention Schedule

August 2022

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 the Office of the Chief Executive – External Relations.

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: 2027

Record Type Title	Retention by External Relations (Unit)	Retention by External Relations (Number of Units)	Action by Department	Notes
External Relations Corporate				
Communications with personnel in Jersey London office, France and channel island office in Brussels – invoices, contracts and correspondence	Years	5	Transfer correspondence and contracts to Jersey Archive. Refer to Public Finances Manual Supporting Documents for retention of invoices	
HR documentation including contracts, negotiations emails, passports, payroll information, absence records, paternity/maternity details			Refer to GoJ generic HR retention schedule	

Record Type Title	Retention by External Relations (Unit)	Retention by External Relations (Number of Units)	Action by Department	Notes
Full financial statements - Monthly budget reporting as received by T&E			Refer to Public Finances Manual Supporting Documents for retention	
Regulatory information (France, Brussels) - Business annual returns, board packs, accounts.	Years	5	Transfer to Jersey Archive	
Business continuity information - Workspace covid plan, next of kin and personal contact details	Years	5	Transfer workspace Covid plan to Jersey Archive Refer to GoJ generic HR retention schedule for next of kin and contact details	
Bank account passwords as part of business continuity for overseas offices	Years	5	Refer to Public Finances Manual Supporting Documents for retention	
External Relations – Global Directorate				
International agreements/memorandums of understanding - Legal document that sets out the bilateral international agreement Jersey has made to a sovereign state	Years	5	Transfer to Jersey Archive	
Bilateral Programme Funded applications - Bilateral Programme Fund (BPF) application bids, personal information, operation reports, terms of references, information pack, presentation,	Years	5	Transfer to Jersey Archive	

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payment receipts, commitment analysis				
External Relations – UK/EU Department				
Ministerial communication with the EU ambassadors - Briefings for ambassador meetings and bilateral meetings with EU counterparts (ambassadors or ministers)	Years	5	Transfer to Jersey Archive	
Ministerial correspondence with the EU member states - Letters to and from European Governments	Years	5	Transfer to Jersey Archive	
Official level communications and documents to and from European Governments – includes emails, analysis and legal text	Years	5	Transfer to Jersey Archive	
Policy Documents - Strategy formulation in relation to European engagement	Years	5	Transfer to Jersey Archive	
Administration information - Information that captures engagement	Years	5	Transfer to Jersey Archive	

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with European counterpart (e.g. Engagement register)				
UK exit from EU impact on Jersey information - Multiple analysis provided to the Brexit Ministerial Group in the form of Reports for approval.	Years	5	Transfer to Jersey Archive	
Ministerial Communication - Briefings for meetings with Ministerial counterparts in the UK	Years	5	Transfer to Jersey Archive	
Diplomatic communication to Parliament - Letters and briefings to and from Ministers to MPs and Peers in the UK	Years	5	Transfer to Jersey Archive	
Ministerial Correspondence - Letters to and from Ministerial counterparts in the UK	Years	5	Transfer to Jersey Archive	
Official level emails to and from UK Gov	Years	5	Transfer to Jersey Archive	
Official level analyses to and from UK Gov	Years	5	Transfer to Jersey Archive	
Legal text to and from UK Gov	Years	5	Transfer to Jersey Archive	
Minutes of Meetings	Years	5	Transfer to Jersey Archive minutes of high profile/senior meetings. Low level meeting notes can be destroyed.	
States Assembly Reports	Years	5	Destroy	Destroy on the assumption that any reports to the

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				States Assembly will come to Jersey Archive from the States Greffe
Advice to Ministers – Reports, emails and updates	Years	5	Transfer to Jersey Archive	
Ministerial Decisions	Years	5	Destroy	Destroy on the assumption that Ministerial Decisions will come to Jersey Archive from the States Greffe
External communications – ministerial press releases, public statements, flyers	Years	5	Destroy	Destroy on the assumption that comms would be transferred to Jersey Archive by the Comms Unit
Legal advice –emails, reports and updates	Years	5	Transfer to Jersey Archive	
Confidential presentations within Government	Years	5	Transfer to Jersey Archive	Closure periods will apply
Public Presentations to industry and the public	Years	5	Transfer to Jersey Archive	
Free Trade Agreement analysis and tracking	Years	5	Transfer results of analysis to Jersey Archive	
External Relations – Global Directorate				
Treaties & Conventions information - List of agreements/memorandums of understanding, treaties and conventions, international treaties evidence packs (letters, review checklists, etc.), reporting matrix to demonstrate how	Years	5	Transfer to Jersey Archive	

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Jersey complies with the International Treaty, etc.				
Information pertaining to director of civil aviation - Invoices, Contracts, Letters, Reports, MDs, letters relating to Civil aviation, contracts relating to Civil aviation, etc	Years	5	Transfer reports, correspondence and contracts to Jersey Archive Refer to Public Finances Manual Supporting Documents for retention of financial material	
Ministerial communication to parliament – official Channel letters	Years	5	Transfer to Jersey Archive	
Sanctions information - Applications and licences, suspected breach notification forms, supporting evidence to suspected breach notification, etc.	Years	5	Transfer to Jersey Archive	
Key Performance Indicators Data and Report	Years	5	Transfer report to Jersey Archive	
Strategies (Team, Regional, Thematic and Markets) - Strategies, policies and analysis approved by Ministers or senior officials with regards to engagement with priority markets or our approach, internationally, on a thematic level.	Years	5	Transfer to Jersey Archive	
International Advisory Group Papers - Papers/Reports presented at Ministerial level	Years	5	Transfer to Jersey Archive	

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Global Markets Coordination Group Papers - Papers/Reports presented at officer and external party level	Years	5	Transfer to Jersey Archive	
Minutes of meetings - Minutes of External Relations Meetings (IAG, GMCG, BPF, etc.)	Years	5	Transfer to Jersey Archive	
Global Markets Scoping Data - Scoping research to examine potential new priority markets based on their strengths and weaknesses	Years	5	Transfer final reports/results of research to Jersey Archive	
Horizontal Refresh - Empirical data that ranks countries on their suitability as a partner for Jersey	Years	5	Transfer to Jersey Archive	
Engagement and Travel Planner	Years	5	Destroy	

APPROVED AND SIGNED ON BEHALF OF THE OFFICE OF THE CHIEF EXECUTIVE – EXTERNAL RELATIONS BY:

Name	Signature	Position	Date

APPROVED AND SIGNED BY JERSEY HERITAGE:

Name	Signature	Position	Date