

Probation and After-Care Service

Retention Schedule

20/03/2018

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 Probation and After-Care Service.

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.

For information on retention of Human Resources records please see the Human Resources Generic Retention Schedule which is available on the Managing Records pages of the States of Jersey Intranet.

For information on retention of Financial Records please see States of Jersey Financial Direction No 12.7

Please contact Jersey Archive to arrange for review and transfer of files.

Records In Series	Retention at Department	Action by Department	Action by Jersey Archive	Notes and Closure Periods
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	To include Probation and After Care SMT meetings. Close for 100 years
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		
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	Review, weed for duplicates and transfer high level information 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	
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	

Offender Records				
Probation Service Files re. offenders (non-serious)	Destroy after 7 years or 2 years after the expiry of any sentence imposed: whichever is the longer period.	Destroy	None	Recommendations taken from The National Archive guidelines.
Material used in the Independent Jersey Care Inquiry	5 years	Transfer to Jersey Archive	Archive	Closed for 100 years
Individual records for sex/serious offenders (<i>see footnote</i>)	5 years	Transfer to Jersey Archive	Archive	Closed for 100 years
Individual records for murder cases	5 years	Transfer to Jersey Archive	Archive	Closed for 100 years
Individual records for high profile cases which have high public interest, involve individuals in the public eye or lead to changes in legislation/policy	5 years	Transfer to Jersey Archive	Archive	Closed for 100 years
Jersey Family Court Advisory Service Records				
Welfare case files	5 years	Transfer to Jersey Archive	Archive	Closed for 100 years
Public Law, Private Law and Adoption files	5 years	Transfer to Jersey Archive	Archive	Closed for 100 years

Note: Definition of a serious offence: that which attracts a prison sentence of 12 months or more