

Office of the Chief Executive – Chief of Staff
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 – Chief of Staff.

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
Chief of Staff – Chief of Staff				
Governance Group Records - Meeting papers and minutes - draft policies, strategies and performance data	Years	5	Transfer to Jersey Archive	
Chief of Staff – Ministerial Support Unit				
Please see Ministerial Support Unit Retention Schedule				

Record Type Title	Retention by External Relations (Unit)	Retention by External Relations (Number of Units)	Action by Department	Notes
Chief of Staff – CEO’s Office				
Correspondence with PAC and C&AG - draft reports, responses and confidential correspondence	Years	5	Transfer to Jersey Archive	Closure periods will apply
Customer Feedback and Complaints – performance data, customer data and policies	Years	5	Transfer policies and statistics to Jersey Archive Destroy customer data	
Chief of Staff – Support to Council of Ministers				
Committee Information – policies	Years	5	Transfer to Jersey Archive	
Policy documents – policies and contributions data	Years	5	Transfer to Jersey Archive	
Law drafting information – policies and procedures	Years	5	Transfer to Jersey Archive	
Financial Information			Refer to Public Finances Manual Supporting Documents for retention periods	

Record Type Title	Retention by External Relations (Unit)	Retention by External Relations (Number of Units)	Action by Department	Notes
Chief of Staff – Corporate Management Board				
CMB Meeting minutes, papers and reports	Years	5	Transfer to Jersey Archive	
Chief of Staff – Freedom of Information Responses				
Please see FOI Unit Retention Schedule				
Chief of Staff – Finance Processing				
Please see Public Finances Manual Supporting Documents for retention periods				
Chief of Staff – Business Support				
Personal and confidential correspondence - Chief of Staff and Chief Executive			Transfer to Jersey Archive under Directors Retention Schedule	Closure periods will apply
Chief of Staff – Major Projects				
Project Documentation, meeting papers and correspondence	Years	5	Transfer to Jersey Archive	Retention period calculated from end date of project phase

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

Name	Signature	Position	Date

APPROVED AND SIGNED BY JERSEY HERITAGE:

Name	Signature	Position	Date