

## Office of the Chief Executive – Communications Directorate

### Retention Schedule

**Issued September 2019**  
**Updated June 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 Communications Directorate of the Chief Executive's Office. It can also be used by communications units within Government Departments.

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
Communication Strategy and Plans	3 years	Transfer to Jersey Archive annually	Archive	
Policies and procedures e.g. Media and Social Media	Retain until superseded	Transfer a copy of each and any new policies to Jersey Archive	Archive	Email to <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Final Press Releases	3 years	Ensure Jersey Archive is on email circulation list for embargoed and not embargoed emails.	Archive from email list	Emailed to <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a> at same time as sent to media

Queries to Communications Unit and Responses	2 years	Review. Transfer small sample of significant queries that high profile/high public interest to Jersey Archive.	Archive	Retained in email management system
Excel Spreadsheet of email/phone queries and outcome	3 years	Transfer copy to Jersey Archive at end of calendar year.	Archive	
Monthly statistics and analysis	3 years	Transfer copy to Jersey Archive	Archive	Email to <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Briefing Notes for Ministers and Departments	3 years	Transfer to Jersey Archive	Archive	MSU do most of these
Speeches	3 years	Transfer to Jersey Archive	Archive	They are all online
Changing States Newsletter	2 years	Transfer one copy on production to Jersey Archive	Archive	Email to <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Brand and editorial guidelines (Marketing and design section)	Retain until superseded	Transfer a copy of each and any new guidelines to Jersey Archive	Archive	Email to <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Advice on Public Awareness Campaigns – marketing materials and literature	3 years	Review and destroy	None	Archive will receive marketing items directly from relevant States Departments
Internal Communications Projects	2 years	Review. Sort through electronic files to remove duplicates and transfer sample of significant projects to Jersey Archive	Archive	Email to <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Comments made by employees on OneGov intranet platform	3 years	Removed after 3 years	None	Added in 2021 in line with privacy policy
Lists of contacts (including public consultation register)	Ongoing Lists	Update when required	None	
Articles written for external publication (online and print)	3 years	Transfer to Jersey Archive	Archive	
Images	Retain while in use	Review and transfer significant images, e.g.	Archive	Archive will receive States Members

		DG level staff to Jersey Archive		images from the Greffe.
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The following information will come to Jersey Archive from the States Greffe:

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

<b>Director – Communications Directorate</b>	<b>Schedule Approved and Signed</b>	<b>Date</b>
<b>JA - Archives and Collections Director</b>	<b>Schedule Approved and Signed</b>	<b>Date</b>
Linda Romeril		