

**Customer and Local Services**Retention periods for information processed by the **Contributions Tier 1**

<b>Records</b>	<b>Retention Period</b>	<b>Action by Department</b>	<b>Action by Jersey Archive</b>
Contributions email inbox	<u>One month</u> once actioned or responded to	Deleted from inbox (Done folders)	None
Direct Debit forms	Form is scanned and saved on customers Nessie record	Paper form is destroyed	None
DASH - Online applications for MWE, N election and LICR	Application is scanned to information systems and held in DASH for 6 months	Destroy	None