

Criminal Injuries Compensation Scheme

Retention Schedule

February 2025

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 Criminal Injuries Compensation Board (CICB).


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 at CICB	Action by CICB	Action by Jersey Archive	Notes
General correspondence, including emails	Until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	N/A	Deleted emails archived on servers for 5 years
Application form and final decision document.	30 years from final award	Retain and Destroy	N/A	No current legislation governing retention
Additional file information: medical reports, Police reports, criminal records, photographs etc	On file closure	Destroy	N/A	No current legislation governing retention
Annual Reports	1 year	Transfer to Jersey Archive	Archive	To be provided to JA by States Greffe

Criminal Injuries Compensation Scheme	Schedule Approved and Signed	Date
Kate Briden		10.02.25

Jersey Archive - Archives and Collections Director	Schedule Approved and Signed	Date
Linda Romeril		24/02/2025