

Customer and Local Services

Retention periods for information processed by the **Governance Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
Registers			
List of Tribunal Members spreadsheet Register	Retain until superseded	Delete individual personal data from spreadsheet when leaves panel.	
Appeal case register	Personal data retained two years from date of conclusion of appeal process. Anonymised data retain indefinitely for stats purposes	Delete	
Training given to staff Register	Retain for 6 years from last date of training held on register	Delete	
Subject Access Requests Spreadsheet Register	Personal data retained one year from date response sent Anonymised data retain indefinitely for stats purposes	Delete	
Data Subject Rights Register	Personal data retained one year from date response sent Anonymised data retain indefinitely for stats purposes	Delete	
Quality Assurance outcomes register	5 years	Delete entry from register	
Incident reporting register	5 years	Delete entry from register	
Data Sharing Agreement register	Retain register indefinitely	Delete superseded DSA entries	
Freedom Of Information disclosure log spreadsheet Register	5 years	Delete	
Audit recommendation register	10 years after closure of action	Delete	
Record of Invoices Received/Paid Register	6 months	Delete	
Tribunal Actions Register	Personal data retained until status of action is close	Delete	

	Anonymised data retain indefinitely for reference and stats purposes		
DPIA Register	10 Years	Delete	
Risk Matrices	Snapshots Retain 5 years then delete	Delete	
Documents			
Guidelines produced by Governance for the department. Procedures. SSD internal policy documents. Data Sharing Agreements. DPAs etc.	Retain until superseded	Transfer copies of new/significantly updated ones to Jersey Archive	Archive
Appeal Case Papers	Retain until decision received and No Further Action established.	Destroy	
Appeal case folders on information systems	Two years from date of conclusion of appeal process	Delete from information system	
Subject Access Request case folders on information systems	One year plus current year	Delete from information system	
Data Subject Case folders on information systems	One year plus current year	Delete from information system	
DPIA case files	10 years	Delete	
Completed or closed Governance Project support folders on information systems	5 years from date on folder	Review and Delete from system	
DSA archive folder on information systems	Retain indefinitely		
Handwritten digest of legal opinion	Retain until no longer referred to	Transfer to Jersey Archive	Archive
Freedom of Information administration/data/correspondence/responses	5 years	Delete	
Audit reports	10 years	Transfer to Jersey Archive	Archive
Quality Assurance reviews reports	5 years	Review and Delete	
Incident reports	5 years	Review and Delete	
Tribunal decisions from January 2011	Scanned to information systems* once received from Registrar	All other versions destroyed once scanned to information systems	

Hard Copies of old legislation	Retain until superseded or until benefit no longer exists	Transfer copies of annotated ones to Jersey Archive	Archive
Annual governance statement and Compliance return drafting materials – inc. statements of responsibility from HR IT and Finance	5 years	Transfer to Jersey Archive	Archive
Directors' statements	10 years	Transfer to Jersey Archive	Archive
Quality Assurance Reviews Folder	Retain until all actions closed (including external audit) then delete.	Review and delete	
Data Protection training certificates (signed)	3 years	Delete	
Training			
Training documents	Retain until superseded		
Training – Presentations	Retain 5 years or until superseded	Destroy	
Meetings			
Information Officer meeting agendas and minutes	2 years	Delete	
SMT Risk Meeting documentation	6 years	Transfer to Jersey Archive	Archive
Other			
Invoices	3 months after payment	Destroy	

* Data held indefinitely due to inability to delete from current information system