

# Customs and Immigration – Administration

## Retention Schedule

July 2019

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.

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File Title	Retention Period	Action by Department	Action by Jersey Archive	Notes
1.1 Business Systems and Information	5 years	Review and Destroy	None	
1.3 Finance – Refer to Treasury guidelines 12.7 for retention of financial records				
1.4 Health and Safety – Refer to generic schedule on MyStates				
1.5 Human Resources – Refer to generic schedule on MyStates				
<b>1.6 Management</b>				
Accounting Officer Decisions	Refer to Treasury guidelines 12.7	Destroy	None	
Annual Report and Annual Accounts	5 years	Transfer copy to Jersey Archive on production	Archive	
Business Plans inc. action and strategic plans	5 years	Transfer copy to Jersey Archive on production	Archive	
Minutes of Meetings	5 years	Transfer minutes of Senior Mgt meetings to Jersey Archive	Archive	
Departmental Structure inc. charts and stats	5 years	Transfer to Jersey Archive	Archive	

Ministerial Documents	5 years	Destroy	None	Archive will receive from central records
1.7 Office Management	5 years	Destroy if no longer in use	None	
1.8 Other Agencies	5 years	Review and transfer press cuttings/media releases to Jersey Archive	Archive	
1.9 Other States Departments	10 years	Destroy – Review correspondence with SoJ Police and transfer high level and policy documents to Archive	None	
1.10 Policy Documents	Regularly updated	Transfer copies of historic policies to Jersey Archive and copies of any significant changes to policies	Archive	
1.11 Premises	10 years	Destroy	None	
1.12 Procedure Manuals	Until superseded	Destroy	None	
1.13 Statistics	5 years	Transfer copies to Jersey Archive on production	Archive	
1.14 Supplies and Services	Until superseded	Destroy	None	
1.15 Transport	Until superseded	Destroy	None	

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

**APPROVED AND SIGNED ON BEHALF OF ADMINISTRATION, JERSEY CUSTOMS AND IMMIGRATION SERVICE:**

Name	Signature:	Position:	Date:

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature:	Position:	Date:

Linda Romeril		Archives and Collections Director, Jersey Heritage	
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## Customs and Immigration – Administration (Customs)

### Retention Schedule

**September 2015**

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File Title	Retention Period	Action by Department	Action by Jersey Archive	Notes
<b>2.3 DRUGS</b>				
Overview Files to include development of legislation, policies and procedures	10 years	Transfer to Jersey Archive	Archive	
<b>2.4 EXCISE GOODS</b>				
Overview Files to include development of legislation, policies and procedures	10 years	Transfer to Jersey Archive	Archive	
<b>2.5 LEGISLATION AND REGULATIONS</b>				
Overview Files to include development of legislation, policies and procedures	10 years	Transfer to Jersey Archive	Archive	
<b>2.6 OPERATIONAL</b>				

Overview Files to include development of legislation, policies and procedures	10 years	Transfer to Jersey Archive	Archive	
<b>2.7 OTHER AGENCIES</b>				
Overview Files to include development of legislation, policies and procedures	10 years	Transfer to Jersey Archive	Archive	
<b>2.8 REVENUE AND GOODS CONTROL (refer to separate RGC Retention Schedule where applicable)</b>				
Overview Files to include development of legislation, policies and procedures	10 years	Transfer to Jersey Archive	Archive	
Licences	6 years	Destroy	N/A	

**APPROVED AND SIGNED ON BEHALF OF CUSTOMS ADMINISTRATION, JERSEY CUSTOMS AND IMMIGRATION SERVICE:**

Name	Signature:	Position:	Date:

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	

Category Profile	IA Category	Subtype Record	Location Held	JCIS Owned *	Electronic or Paper Format	Is the information available to the public- If so where?	Is the information the subject of an Exemption? If so please specify *
Financial Records	Payments	Invoices 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
HR Records	Expenses	Staff Payments 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Expenses	Travel Expenses 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Salary Records	Overtime Forms 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 5 Years
Financial Records	Accounting	Petty Cash Vouchers 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Payments	Purchase Cards 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Ledgers	Journals 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Accounting	Caesar Payment Reports 2011-2014	Finance MH	Y	Paper	No	
"	Accounting	Caesar/JDE Rec 2009-2014	Finance MH	Y	Paper	No	
"	Payments	Refund Bank Rec 2010-2014	Finance MH	Y	Paper	No	
"	Payments	Caesar Refunds 2011-2014	Finance MH	Y	Paper	No	
Corporate Records	Asset List	Equipment/Fixed Asset List	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
Financial Records	Accounting	Caesar Reports 2008-2014	Finance MH	Y	Paper	No	
"	Accounting	HA Quarterly Reports 2009-2014	Finance MH	Y	Paper	No	
"	Accounting	Elavon Statements 2012-2014	Finance MH	Y	Paper	No	
"	Accounting	Bank Statements Impots 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Accounting	Balance Sheets Impots 2008-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Accounting	Returned Cheques Impots 2010-2014 (Bounced)	Finance MH	Y	Paper	No	
"	Accounting	Bank Statements PP/Immi 2011-2014	Finance MH	Y	Paper	No	Yes FD12.7 6 Years
"	Accounting	Balance Sheets PP/Immi 2009-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Accounting	Returned Cheques PP/Immi 2010-2014 (Bounced)	Finance MH	Y	Paper	No	
"	Purchase Orders	PO Outstanding 2012-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years

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Financial Records	Purchase Orders	PO Receipted 2011-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Accounting	Bank Pay-in Books 2009-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Accounting	Treasury Pay-in Books 2008-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
"	Accounting	Cheque Counterfoils 2008-2014	Finance MH	Y	Paper	No	
"	Payments	BACS Remittance Advices 2014	Finance MH	Y	Paper	No	
Corporate Records	Correspondence	Annual Expenditure File 2013-2014	Finance MH	Y	Paper	No	
Financial Records	Payments	Purchase Card File 2002-2014	Finance MH	Y	Paper	No	Yes FD 12.7 6 Years
Corporate Records	Correspondence	HSBC Correspondence 2008-2013	Finance MH	Y	Paper	No	
Financial Records	Accounting	Credit Card Transaction Logs 2009-2010 PP/Impots	Finance MH	Y	Paper	No	
Financial Records	Accounting	Year End File 2011	Finance MH	Y	Paper	No	
Financial Records	Creditors	Creditor Paid Invoices 2008	Finance La Collette	Y	Paper	No	Yes FD 12.7 6 Years
Financial Records	Creditors	Creditor Paid Invoices 2009	Finance La Collette	Y	Paper	No	Yes FD12.7 6 Years
Financial Records	Creditors	Creditor Paid Invoices 2010	Finance La Collette	Y	Paper	No	Yes FD 12.7 6 Years
Financial Records	Creditors	CAESAR Payments Reports 2008/2009/2010	Finance La Collette	Y	Paper	No	Yes FD 12.7 6 Years
HR Records	Salary Records	Overtime Forms 2008/2009/2010	Finance La Collette	Y	Paper	No	Yes FD 12.7 5 Years
Financial Records	Accounting	Petty Cash Claims 2008/2009/2010	Finance La Collette	Y	Paper	No	Yes FD 12.7 6 Years
Financial Records	Accounting	Income Collection Pay-in Books 2008/2009	Finance La Collette	Y	Paper	No	Yes FD 12.7 6 Years



# Customs and Immigration – Frontiers

## Retention Schedule

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<b>Enforcement</b>				
Copies of all blank forms/applications/consent/notices	Until superseded	Transfer copy to Archive when significant change made/new form introduced		
Applications for search warrants	6 years	Destroy	None	
Bank Disclosure Authorities	6 years	Destroy	None	
Dog Deterrent Spray Discharge forms	6 years	Destroy	None	
Notifications to JFCU of commercial drug seizures	6 years	Destroy	None	
Seizure receipts	6 years	Destroy	None	
18e/f/p SOP Appeal Forms	6 years	Destroy	None	
246 SOP Art	6 years	Destroy	None	
076 Search records	6 years	Destroy	None	
95f/pol/p Consent for X-Ray Examinations	6 years	Destroy	None	
Ion Scan Verifications	1 year	Destroy	None	
Seizure logs at Post Office	6 years	Destroy	None	



<b>Custody</b>				
Child Welfare Control sheets	6 years	Destroy	None	
Children's Service multi-agency referral forms	6 years	Destroy	None	
Consents for X-Rays	6 years	Destroy	None	
Custody Records	6 years	Destroy	None	
Custody Record Indexes	6 years	Destroy	None	
Doctors attendance certificates	6 years	Destroy	None	
Doctors examination sheets	6 years	Destroy	None	
Fingerprint and photograph request forms	6 years	Destroy	None	
Notices to appropriate adults	6 years	Destroy	None	
<b>Administration</b>				
Notebook Issue	Indefinitely		None	
PNC Request forms to SOJP	6 years	Destroy	None	
Daily Tasks Airport	1 year	Destroy	None	
PNC Request Forms	6 years	Destroy	None	
Daily task forms	1 year	Destroy	None	
Daily radio check forms	1 year	Destroy	None	

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**APPROVED AND SIGNED ON BEHALF OF FRONTIERS, JERSEY CUSTOMS AND IMMIGRATION SERVICE:**

Name	Signature:	Position:	Date:

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	

# Customs and Immigration – Immigration

## Retention Schedule

July 2019

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File Title	Retention Period	Action by Department	Action by Jersey Archive	Notes
Case Files: (Personal files & Omnibus files with IRIS Ref's)	All electronic records retained indefinitely  Paper Case Files (NOT copied electronically); retained indefinitely – small sample to Jersey Archive – consistent with previous policy  Paper Case Files, copied electronically; review after 10 years	Retain electronic records securely  Review records after 10 years – where paper Case Files have electronic copies, the paper Case Files may be destroyed; save that a small sample of these paper Case Files must be sent to Jersey Archive  Small sample of paper case files with no electronic version also to be sent to Jersey Archive – consistent with previous policy	Archive	Sample of significant cases to Archive  Significant cases should include those with a high public interest, those that led to changes in policy or legislation and any files of individuals involved in criminal proceedings at the Royal Court.

General enquiries – electronic & paper correspondence	5 years	Destroy	None	E.g. Pre-arrival from individuals and groups and other JCIS correspondence
Samedi Court Agendas & Conclusions	1 year	Destroy	None	
Policies and Procedures (Jersey specific) and related correspondence	Indefinitely	Transfer copy to Jersey Archive	None	Policies and Procedures (Jersey specific) and related correspondence. Recommend that superseded policies are destroyed.
Policies and Procedures (non- Jersey specific)	Until superseded	Destroy	None	
Legislation development documents	Review after 10 years	Transfer to Jersey Archive	Archive	
Guidance notes on Immigration procedures & Immigration Procedures Manual	Until superseded	Transfer copy to Jersey Archive	None	
Circulars	Until superseded	Destroy	None	Incl. from NFU and Home Office
Home Office / other agencies guidelines (Jersey specific)	Until superseded	Transfer copy to Jersey Archive	None	
EEA, Foreign Agencies & Governmental CTA correspondence	20 years	Transfer to Jersey Archive	Archive	
Statistics	Indefinitely	Transfer copy to Jersey Archive	None	
Jersey Immigration Rules (Lieutenant Governor's Directions)	Indefinitely	Transfer to Jersey Archive	None	Incl. relating to: Operational, Immigration Acts and Rules and original directions (historic)

Copies of Lieutenant Governor or Ministerial correspondence re immigration	20 years	Transfer to Jersey Archive	Archive	Incl. with Ministry of Justice, Bailiff and Dept. of Constitutional Affairs. JA will already receive from LG/Bailiff
Minutes of Crown Dependencies meetings	10 years	Transfer to Jersey Archive	Archive	
Copies of Legislation, Acts and Bills	Used for reference	Destroy when no longer required	None	JA will already receive copies of Jersey Legislation
Service Annual Report	Retain electronic version indefinitely  Destroy paper version after 5 years	Transfer paper copy to Jersey Archive on production	Archive	
Knowledge of Life test - documents relating to establishment	10 years	Transfer establishment documents and sample questions to Jersey Archive	Archive	
Fees tables	Retain electronic version indefinitely	Transfer paper copy to Jersey Archive	None	Recommend that superseded tables are destroyed.
Public notices	Retain electronic version indefinitely	Destroy paper version after 5 years	None	
Landing Cards	2 years	Destroy		In conformity with UK practice
<b>Historic</b>				
Landing Logs	No longer produced	Transfer to Jersey Archive	Review and Archive	

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Name	Signature:	Position:	Date:

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	

# Customs and Immigration – Passports

## Retention Schedule

July 2019

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File Title	Retention Period	Action by Department	Action by Jersey Archive	Notes
<b>Passport Development</b>				
Records relating to introduction of ID Cards	10 years	Transfer to Jersey Archive	Archive	Incl. correspondence with other jurisdictions
Legalisation development documents	10 years	Transfer to Jersey Archive	Archive	
Legislation development documents	10 years	Transfer to Jersey Archive	Archive	
Copies of Legislation	Until superseded	Destroy	None	JA will receive copies already
Establishment of Passport Database	10 years	Review – transfer initial project brief to Jersey Archive	Archive	

<b>Passport Records – Individuals</b>				
Gipsy Passport Database Records	Indefinitely		None	
Passport case files	Indefinitely	Transfer sample of significant/illustrative cases to Jersey Archive after 10 years	Archive	
Passport application forms (blank)	Until superseded	Transfer copy on production to Jersey Archive	Archive	
Passport application forms (completed)	Indefinitely	Paper copy retained for 6 months then scanned to L: drive. Retain securely	None	
Index Cards re historic passport holders	Review and transfer when no longer in regular	Transfer to Jersey Archive	Archive	
Certificate of Entitlement records and application forms	Indefinitely		None	
Registration files	Indefinitely	Transfer 5% sample to Jersey Archive including cases of high public interest or those that lead to changes in policies/legislation.	Archive	
Apostilles	Original handed to customer; carbon copy retained for 6 years	Destroy	None	In conformity with UK FCO Consular Guidance re audits 25/04/2013
<b>Passports – Policies, Procedures and Operational</b>				
Policies, Regulations and Procedures (Jersey specific) and related correspondence	Retain electronic records indefinitely	Transfer paper records to Jersey Archive after 10 years	Archive	
Policies and Procedures (non-Jersey specific)	Until superseded	Destroy	None	
Copies of Legislation, Acts and Bills	Used for reference		None	JA will already receive copies
Financial records incl. invoices, purchase card logs	Refer to Treasury guidance		None	

Human Resources records incl. recruitment and selection files	See Central H.R. retention schedule		None	
Health and Safety records	See Central guidance		None	

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- Copies of Scrutiny Reports

**APPROVED AND SIGNED ON BEHALF OF PASSPORTS, JERSEY CUSTOMS AND IMMIGRATION SERVICE:**

Name	Signature:	Position:	Date:

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	