

Customer and Local Services

Retention periods for information processed by the **Jersey Library**

Records	Retention Period	Action by Department	Action by Jersey Archive
Annual Report	Indefinite	Transfer to Jersey Archive on production	Archive
Library Position Statement and Improvement Plan	Indefinite	Transfer to Jersey Archive on production	Archive
Library Action Plan	Indefinite	Transfer to Jersey Archive on production	Archive
Correspondence	3 years	Destroy if no longer relevant	None
Library Management Team Minutes	Current year	Transfer to Jersey Archive	Archive
Internal Staff Meetings	Current year	Destroy	None
Capita Talis Database	Indefinite	Destroy as follows: Records with no copies attached are deleted. Customer Database is added to and inactive records deleted. Refer to deletion policies for different groups of readers which are in place	None

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Indexes, including JEP	Indefinite	Update on regular basis	None
Schemes and Developments – Background files	5 years	Transfer to Jersey Archive	Archive
Marketing Materials and Literature for all Jersey Library events, promotions and competitions (e.g.) flyers, leaflets and posters	3 years	Transfer one copy to Jersey Archive on production	Archive
Photographs of building and staff	Indefinite	Digital selection to Jersey Archive showing overview of events	Archive
Jersey Library Publications and Brochures	3 years	Transfer one copy to Jersey Archive on production	Archive
Internal promotional posters	Whilst active	Destroy once superseded	None
Press Releases	3 years	Transfer one copy to Jersey Archive on production	Archive
Reference Booking Sheet	3 months	Destroy	None
Summer Reading Challenge Reader Cards	1 year	Destroy	None
Visitor Membership Cards	1 year	Destroy	None
Registration Cards	3 years	Destroy	None

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Records	Retention Period	Action by Department	Action by Jersey Archive
Teacher Topic Requests	3 years	Destroy	None
HR Records		Please refer to GoJ HR Retention Schedule	
Finance Records		Please refer to GoJ Treasury Financial Directive	