

Customer and Local Services

Retention periods for information processed by the **People Hub**

Records	Retention Period	Action by Department	Action by Jersey Archive
Payroll	10 years	Delete	
People Hub - Online Forms (DASHBOARD)	5 years	Automatically delete from firm step	
Enquiry correspondence	1 year	People Hub to manually delete enquires after a year	
Audit for Nessie	Monthly	People Hub to manually delete on 1 st week of each month	
SharePoint CRM.	10 years	People Hub to request data to be deleted	
People Hub SOPs	Held indefinitely	Transfer copies of new/significantly updated ones to Jersey Archive	Archive