

Judicial Greffe

Records Retention and Disposal Schedule – May 2015

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 Judicial Greffe.

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. Date of next review: 2020

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.

Note where Retention at Greffe is specified in years (1y, 3y etc.) from the date of an event the specified retention period will start from the end of the Calendar Year, or Financial Year for financial information, in which the date of the event occurs.

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
13.1	Magistrate's Court				
R13-1-1114-0	Acts of Court	20Y from date of Act	Transfer to Jersey Archive	Archive	Article 20(1) of PR(J)L2002
R13-1-1005-0	Notes of Evidence and Reports for Sentencing in summary jurisdiction cases	8D from completion of case	Originals return to PHQ; Destroy copies subject to Review	Archive Reviewed records	8 day time limit for appeal; MCG to selectively retain [TO CHECK criteria]
R13-1-1011-0	Committals for Sentence to Royal Court	1Y from committal	Destroy		
R13-1-1012-0	Committals for Trial to Royal Court	1Y from committal	Destroy		

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R13-1-1007-0	Appeals to the Royal Court	1Y from result	Destroy		
R13-1-1118-0	Arrest Order	1Y from date of Order	Destroy		Arrest Orders become part of the Daily Court Check List so are scanned and retained as per the Charge Sheets; Original with Viscount's Department
R13-1-1155-0	Probation Orders	5Y from Order ceases or ceased to have effect	Destroy		Article 3 of RO(J)L2001 – Rehabilitation period for a Probation Order: Person aged 18 or more: 5 years from the conviction date
13.1	Magistrate's Court (continued)				
R13-1-1119-0	Attendance Centre Orders	1Y from Order ceases or ceased to have effect	Destroy		Article 3 of RO(J)L2001 – Rehabilitation period for an Attendance Centre Order: The period beginning with the conviction date and ending one year after the date on which the attendance centre order ceases or ceased to have effect.
R13-1-1146-0	Binding over order	1Y from Order ceases or ceased to	Destroy		Article 3 of RO(J)L2001 – Rehabilitation period for a Binding Over Order: Whichever is the longer of one year from the conviction date or the period beginning with that date and ending when the binding over order ceases or ceased to have effect.

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R13-1-1122-0	Community Service Order	3Y from Order ceases to be operative	Destroy		
R13-1-1122-0	Other orders: BOTLI (Binding Over to Leave the Island) Harassment Order Licensed Premises Order Exclusion Order Driving Disqualification Order Driving Endorsement Order Early Return (Driving Licences) Order Maintenance Order	3Y from Order ceases to be operative	Destroy		
13.1	Magistrate's Court (continued)				
R13-1-1016-0	Court Diaries	20Y from last entry	Transfer to Jersey Archive	Archive	Article 20(1) of PR(J)L2002
R13-1-1035-0	Magistrate's Notes	10Y	Transfer to Jersey Archive	Archive	See Bailiff's Chambers retention – [Pending Bailiff's agreement to let us transfer these to Jersey Archive]
R13-1-1217-0	Court Witness summons	As necessary for operations	Attach to Act of Court		Retained with Acts of Court
R13-1-1047-0	Taxation of Cost Files	1Y from date of file	Transfer to Jersey Archive	Archive	
R13-1-0302-0	Daily Court Cost	As necessary for operations	Destroy		Daily Court List is used for planning: the Court Diaries record the actual activity and are fully retained at Archive
R13-1-1307-0	MC Allocation	As necessary for operations	Destroy		Court scheduling plans
R13-1-1051-0	Greffier Court Allocation	As necessary for operations	Destroy		Personnel scheduling plans

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14.1	Petty Debts Court				
R14-1-0302-0	Petty Debts Court List	10Y	Transfer to Jersey Archive	Archive	Customary limit for enforcement of Court judgments for debt is 10y
R14-1-1114-0	Petty Debts Court Act	10Y	Transfer to Jersey Archive	Archive	Customary limit for enforcement of Court judgments for debt is 10y – 100 Exemption
R14-1-1037-0	Petty Debts Court Notes of Evidence	1Y from completion including appeals	Destroy copies, Selection of originals to Archive	Archive Selection	
14.1	Petty Debts Court (continued)				
R14-1-1038-0	Petty Debts Court Claim Summary	10Y from date of relevant Act	Transfer to Jersey Archive	Archive	Customary limit for enforcement of Court judgments for debt is 10y
R14-1-1039-0	Petty Debts Court Taxation of Costs	1Y from date of file	Transfer to Jersey Archive	Archive	
R14-1-1040-0	Petty Debts Court Posting Books	As necessary for operations (electronic)	Destroy		
R14-1-1049-0	Records of Assignment	1y after end of assignment period	Selection to Archive	Archive Selection	
R14-1-1041-0	Mediation Agreements	1Y after completion of all obligations	Destroy		
15.1	MCG Administration				
R15-1-0305-0	Focus Group meeting Minutes	5Y from last entry	Transfer to Jersey Archive	Archive	

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R15-1-0305-0	Magistrates Group meeting Minutes	5Y from last entry	Transfer to Jersey Archive	Archive	
R15-1-0305-0	Court Users Group meeting Minutes	5Y from last entry	Transfer to Jersey Archive	Archive	
R15-1-0305-0	Staff meeting Minutes	5Y from last entry	Destroy		
R15-1-1303-0	Accident Books	10y from last entry	Destroy		Reference: ID Generic health and safety 20110329 LR.pdf
R15-1-1016-0	Ushers' Diaries	3Y	Destroy		
R15-1-1311-0	MC Posting Book	As necessary for operations	Destroy		
15.1	MCG Administration (continued)				
R15-1-0300-0	Administration General	6Y from last entry	Destroy		
R15-1-1310-0	Order Books and Requisitions	6Y from transaction date	Destroy		
R15-1-0307-0	General Invoices	6Y from transaction date	Destroy		
R15-1-1307-0	Invoices Relief Magistrates	6Y from transaction date	Destroy		
R15-1-1307-0	Invoices Interpreters	6Y from transaction date	Destroy		
R15-1-1307-0	Invoices Medical	6Y from transaction date	Destroy		
R15-1-1014-0	Court Audio (FTR) Records	20Y from recording date	Selection to Archive	Archive Selection	Article 20(1) of PR(J)L2002
R15-1-1104-0	Witness Costs	6Y from transaction date	Destroy		

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R15-1-0100-0	Personnel File Notes	As necessary for operations	No retention after date employee leaves section		Personnel Records information must be forwarded to HR at the time of creation; copies may be retained in department as long as necessary for local management
R15-1-1304-0	Compiled Statistics	10Y from date of compilation	Transfer to Jersey Archive	Archive	
R15-1-1209-0	Major Case Bundles	As necessary for operations	Selection to Archive	Archive Selection	
R15-1-1120-0	Charge Sheet	As necessary for operations	The Charge Sheet is included in the Act of Court following judgment		Retained as Act of Court
15.1	MCG Administration (continued)				
R15-1-1226-0	Internal Reference Documents (Manuals, copies of Judgments, Transcripts)	As necessary for operations	Destroy		
R15-1-1228-0	External Reference Publications (Books, Loose leaf, copies of information from reference websites)	As necessary for operations	Dispose to interested library \ collection or Destroy		

Approved by the corporate board on: _____

Signed by Jersey Archive: _____

Signed by Court Service: _____

Print name: _____ Date: _____

Print name: _____ Date: _____