

Judicial Greffe

Records Retention and Disposal Schedule – May 2015

Minor Revision	Date	Total Pages
Tribunal Service updated	26/07/2017	15

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
01-1	Samedi – General Operations				
R01-1-1025-0	Journals (Index) to court [original]	1Y	Transfer to Jersey Archive Retain copy	Archive	
R01-1-1025-1	Journals (Index) to court [copy]	As necessary for operations	Consult with Archive – Destroy		
R01-1-1114-0	Acts of Court – All divisions [original]	1Y from date of Act	Electronic Copy to Jersey Archive; Retain Electronic Copy	Archive	Plaintiff holds the original

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R01-1-1114-1	Acts of court – All divisions [copy]	As necessary for operations	Destroy		
R01-1-1050-1	Bundles – all divisions [Greffier Notes/Paperwork]	As necessary for operations	Send back to Law Firm		Retain Index/Skeleton Argument
R01-1-1209-0	Bundles – Index/Skeleton Argument	As necessary for operations	Transfer Index and Major Cases to Jersey Archive	Archive	
R01-1-0400-0	Standard Correspondence	10Y	Selection to Jersey Archive	Archive Selection	
01-2	Samedi - Poursuite				
R01-2-2390-0	(Historical) Proceedings in other Jurisdictions – Paperwork	10Y	Transfer to Jersey Archive	Archive Selection	(Since change of law, now held in [Taking of Evidence type])
R01-2-1114-0	Inquest Reports + Act [original]	1Y	Transfer to Jersey Archive	Archive	Copy inquest reports in the Viscounts Department; Closed: Art 24 exemption for 75Y, Article 19 (2) FOI Law (2011 Jersey).
R01-2-1114-1	Inquest Reports + Act [copy]	As necessary for operations	Consult with Archive – Dispose		
R01-2-1220-0	Depositions Files – Original Paper work, Police notes etc. [original]	10Y	Selection to Jersey Archive*; Retain Electronic Copy;	Archive Selection	Jersey Archive to give a criteria for selection
R01-2-1220-1	Deposition Files – Original paper work, Police notes etc. [copy]	As necessary for operations	Consult with Archive – Dispose		
01-3	Samedi - Civil				
R01-3-1206-0	Affidavits	3 Months from dead case	Send back to plaintiff		
R01-3-1225-0	Pending – Pleadings, Summons etc. [original]	1Y	Retain Electronic Copy; Transfer hard copy to Jersey Archive	Archive	
R01-3-1225-1	Pending – Pleadings, Summons etc. [copy]	As necessary for operations	Consult with Archive – Dispose		

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R01-3-1044-0	Sine Die – Pleadings [original]	1Y	Retain Electronic Copy; Destroy hard copy		
R01-3-1044-1	Sine Die – Pleadings [copy]	As necessary for operations	Consult with Archive – Dispose		
R01-3-1019-0	Degrèvement	5Y	Selection to Jersey Archive*	Archive selection	
R01-3-1043-0	Reciprocal Enforcement of Judgments	2Y	Transfer Index and papers to Jersey Archive	Archive	
01-4	Samedi - Process Documents				
R01-4-1006-0	Magistrates Court Appeal [original]	As necessary for operations	Scan copy; Send original back to Magistrates		MCG Retention
R01-4-1006-1	Magistrates Court Appeal [copy]	As necessary for operations	Consult with Archive – Destroy		
R01-4-1010-0	Compulsory Purchase	5Y	Selection to Jersey Archive	Archive selection	
R01-4-1101-0	Orders in Council / Royal Patents / Petitions to the Queen in Council [original]	1Y	Scan copy; Transfer to Jersey Archive	Archive	
R01-4-1101-1	Orders in Council / Royal Patents / Petitions to the Queen in Council [copy]	As necessary for operations	Consult with Archive – Dispose		
R01-4-1216-0	Court of Protection Applications	1Y	Destroy		
R01-4-1138-0	Visite Royale	2Y	Transfer to Jersey Archive	Archive	
R01-4-1142-0	Orders in Aid, Arbitration	2Y	Weed; Transfer Act to Jersey Archive	Archive Act	
01-5	Samedi - Application Forms				
R01-5-1224-0	Taking of Evidence – Paper Work	2Y	Destroy		Samedi send Act to Archive
R01-5-1205-0	Naturalisations / British Nationality Act	5Y	Destroy		
01-6	Samedi - Costs \ Legal Aid [Civil/Criminal]				
R01-6-1008-0	Authorisation Index	As necessary for operations	Destroy		

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R01-6-1219-0	Requests – Costs \ Legal Aid [original]	3Y	Scan; Retain Letter and Certified Bill of Cost; Destroy rest		Scan to Copy – Destroy Original
R01-6-1219-1	Requests – Costs \ Legal Aid [scan]	As necessary for operations	Consult with Archive – Dispose		
01-7	Samedi - Licensing				
R01-7-1114-0	Liquor – Acts of Court	Once law amended	Transfer to Jersey Archive	Archive	Wait until the new law comes into force and transfer all originals to Archive.
R01-7-1050-0	Licence Delegation Plans	10Y	Selection to Jersey Archive	Archive Selection	Hard Copy
R01-7-1076-0	Database index	Once law Amended	Transfer to Jersey Archive	Archive	Electronic
R01-7-1029-0	Assembly Documents	20Y	Destroy		Hard Copy
01-8	Samedi - Administration				
R01-8-0300-0	Administration General	As necessary for operations	No retention longer than 6Y		
R01-8-0100-0	Administration [Personnel]	As necessary for operations	No retention after date employee leaves section		Personnel Records information must be passed onto HR at the time of creation; copies may be retained in department as long as necessary for local management
R01-8-0200-0	Administration [financial]	As necessary for operations	No retention longer than 10Y		Accounting Records information must be forwarded to finance at the time of creation; copies may be retained in department as long as necessary for local management.

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
02-1	Public Registry - Operations				
R02-1-1015-0	Court Rota – Tables – Livres [original]	1Y	Electronic Copy to Archive; Retain Electronic Copy;	Archive	Electronic from 2001
R02-1-1015-1	Court Rota – Tables – Livres [copy]	As necessary for operations	Consult with Archive – Dispose		
R02-1-1130-0	Powers of Attorney (Procuration's) + Index [original]	1Y	Electronic Copy to Archive; Retain Electronic Copy;	Archive	
R02-1-1130-1	Powers of Attorney (Procuration's) + Index [copy]	As necessary for operations	Consult with Archive – Dispose		
R02-1-1152-0	Obligations + Index [original]	1Y	Electronic Copy to Archive; Retain Electronic Copy;	Archive	
R02-1-1152-1	Obligations + Index [copy]	As necessary for operations	Consult with Archive – Dispose		
R02-1-1202-0	Original Wills / Demandes (immovable) [original]	10Y	Transfer to Jersey Archive; Retain [copy] in Pride	Archive	Hard Copy
R02-1-1202-1	Original Wills / Demandes (immovable) [copy]	As necessary for operations	Consult with Archive – Dispose		PRIDE
R02-1-1110-0	Misc. Acts Demandes / Notices	5Y	Destroy		Hard Copy
R02-1-1030-0	General Correspondence – [Enquiries, Filing] [original]	As necessary for operations	Retain [copy]; Destroy [original];		
R02-1-1030-1	General Correspondence – [Enquiries, Filing] [copy]	As necessary for operations	Consult with Archive – Destroy		
R02-1-1106-0	Caveats / Injunctions [Original]	As necessary for operations	Retain [copy]; Destroy [original];		
R02-1-1106-1	Caveats / Injunctions [copy]	As necessary for operations	Consult with Archive – Dispose		Original held by Bailiff's Chambers.
R02-1-1148-0	Deed Polls [original]	1Y	Retain [copy]; Destroy [original];		

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
02-1	Public Registry – Operations (continued)				
R02-1-1148-1	Deed Polls [copy]	As necessary for operations	Consult with Archive – Destroy		
R02-1-1213-0	Contracts	3 Months	Transfer to Jersey Archive	Archive	Hard Copy
R02-1-1025-0	Public Registry Journal	5Y after books complete	Destroy		
R02-1-1036-0	Parish Rates	As necessary for operations	Destroy		Hard Copy
02-2	Public Registry - Administration				
R02-2-0300-0	Administration General	As necessary for operations	No retention longer than 6Y		
R02-2-0100-0	Administration [Personnel]	As necessary for operations	Destroy after 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.
R02-2-0200-0	Administration [Financial]	As necessary for operations	No retention longer than 10Y		Accounting Records information must be forwarded to Finance at the time of creation; copies may be retained in department as long as necessary for local management.

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
03-1	Family				
R03-1-1020-0	Divorce Files [original]	25Y	Keep all files for 25Y, then archive a 5% selection* Acts to be extracted by Judicial Greffe at 25 year selection point and kept for all files at Jersey Archive	Archive Selection [All files prior 1960 to be kept]	
R03-1-1020-1	Divorce Files [copy]	As necessary for operations	Consult with Archive – Destroy		
R03-1-1114-1	Divorce files [Acts following Extraction]	25Y	Transfer to Jersey Archive	Archive	
R03-1-1022-1	Family Files – Children, Matri, Reciprocal enforcement, Parental Responsibility Agreements [original]	25Y	Keep all files for 25Y, then transfer a 5% sample to Jersey Archive Acts to be extracted by Judicial Greffe at 25 year selection point and kept for all files at Jersey Archive	Archive Selection	
R03-1-1022-0	Family Files [copy]	As necessary for operations	Consult with Jersey Archive – Dispose		
R03-1-1114-1	Family files [Acts following extraction]	25Y	Transfer to Jersey Archive	Archive	
R03-1-1021-0	Family Files [original] – Adoption	5Y	Transfer [original] to Jersey Archive; Retain [copy];	Archive	Acts are kept with files
R03-1-1021-1	Family Files [copy] – Adoption	As necessary for operations	Consult with Archive – Dispose		

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R03-1-1017-1	Indexes to files / Database's [Electronic]	As necessary for operations	Send listings / database copy along with all paper transfers to Jersey Archive	Archive	
R03-1-1125-1	Definitive Undefended List of Divorces and copy of public notice	As required by Law	As required by Law		Maintained List [Article 29 - Matrimonial causes Rules 2005]
03-2	Family - Administration				
R03-2-0300-0	Administration [General]	As necessary for operations	Destroy; No retention longer than 6Y		
R03-2-0100-0	Administration [Personnel]	As necessary for operations	Destroy; No retention longer than 10Y		Accounting Records information must be forwarded to Finance at the time of creation; copies may be retained in department as long as necessary for local management
R03-2-0200-0	Administration [Financial]	As necessary for operations	Destroy; No retention once 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

* A small annual sample of 5% of the detailed case files will be retained as Archive Records. The sample will consist of files which have been selected to illustrate the changing nature of these cases in the Island and will also consist of files concerning high-profile cases.

If no files illustrating the changing nature of these cases are present in the year, a random sample of 5% of files will be kept. (e.g. if there were 280 cases in a year the 1st file of the year, 20th, 40th, 60th, 80th, 100th, 120th, 140th, 160th, 180th, 200th, 220th, 240th, 260th and 280th files would be kept) Files will be selected by Court Service staff in consultation with the Jersey Archive.

All files not selected for permanent retention as archives will be destroyed confidentially after 20 years: at this point Acts which form part of the case file will be extracted and retained permanently.

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
04-1	Master - Operations				
R04-1-1134-0	Judgments – Reported	As necessary for operations	Destroy		
R04-1-1133-0	Judgments – Un-reported	As necessary for operations	Destroy		
R04-1-1114-0	Acts of Court [Copy]	As necessary for operations	Destroy		Retention by Samedi with their Acts
R04-1-0400-0	Correspondence	As necessary for operations	Destroy		
04-2	Master - Administration				
R04-2-0300-0	Administration [General]	As necessary for operations – No retention longer than 6Y	Destroy		
R04-2-0100-0	Administration [Personnel]	As necessary for operations – No retention longer than 10Y	Destroy		Accounting Records information must be forwarded to Finance at the time of creation; copies may be retained in department as long as necessary for local management
R04-2-0200-0	Administration [Financial]	As necessary for operations – No retention once employee leaves section	Destroy		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
05-1	Probate - Operations				
R05-1-1202-0	Original Wills – (movable)	20Y	Transfer to Jersey Archive [Split open/closed]	Archive [Split Open/Closed]	Hard Copy – Also kept in the Probate Database Article 20(1) of PR(J)L2002

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R05-1-1214-0	Books - Copy of Wills, Grants of Probate, Oaths	20Y	Transfer to Jersey Archive [Open]	Archive	Hard Copy Article 20(1) of PR(J)L2002
R05-1-1024-0	Inventories, Accounts, Files, Acts of Court, Curatorship's*	5Y after decease	Selection to Jersey Archive	Archive Selection	Hard Copy
R05-1-1114-0	Acts of Court [original]	As necessary for operations	Transfer [original] to Jersey Archive Retain [copy]	Archive	
R05-1-1114-1	Acts of Court [Electronic copy]		Destroy	Archive	
R05-1-1206-0	Affidavits / Affidavits as to foreign law	3Y	Selection to Jersey Archive*	Archive Selection	Hard copy
R05-1-1001-0	Trust Corporations	3Y	Selection to Jersey Archive*	Archive Selection	Hard copy
R05-1-1032-0	Local Domicile – Application for Probate	As necessary for operations	Destroy		Hard copy
R05-1-1053-0	Foreign Domicile – Application for Probate	As necessary for operations	Destroy		Hard copy
R05-1-1027-0	Ledger – Post, Collections	As necessary for operations	Destroy		Hard copy
05-2	Probate - Administration				
R05-2-0300-0	Administration General	As necessary for operations – No retention longer than 6Y	Destroy		
R05-2-0200-0	Administration Financial	As necessary for operations – No retention longer than 10Y	Destroy		Accounting Records information must be forwarded to Finance at the time of creation; copies may be retained in department as long as necessary for local management

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
5-2	Probate – Administration (continued)				
R05-2-0100-0	Administration Personnel	As necessary for operations – No retention once employer leaves	Destroy		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
R05-2-0400-0	Standard Correspondence	As necessary for operations	Destroy		
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06-1	Court of Appeal				
R06-1-1009-0	Case Files [original]	1Y	Selection to Jersey Archive; Retain [copy]	Archive Selection	
R06-1-1009-1	Case Files [copy]	As necessary for operations	Consult with Archive – Destroy		
R06-1-1114-0	Acts of Court [original]	1Y	Transfer to Jersey Archive; Retain [copy]	Archive	
R06-1-1114-1	Acts of Court [copy]	As necessary for operations	Consult with Archive – Destroy		
R06-1-1109-0	Judicial Committee of the Privy Council Order [original]	1Y	Transfer to Jersey Archive; Retain [copy]	Archive	
R06-1-1109-1	Judicial Committee of the Privy Council [copy]	As necessary for operations	Consult with Archive – Destroy		
R06-1-1134-0	Judgments, Reported [original]	1Y	Transfer to Jersey Archive; Retain [copy]	Archive	

Records in Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
R06-1-1134-1	Judgments, Reported [copy]	As necessary for operations	Consult with Archive – Destroy		
R06-1-1133-0	Judgments, Un-Reported [original]	1Y	Transfer to Jersey Archive; Retain [copy]	Archive	
R06-1-1133-1	Judgments, Un-Reported [copy]	As necessary for operations	Consult with Archive – Destroy		
R06-1-1132-0	Transcripts of Evidence	As necessary for operations	Consult with Archive – Destroy		
R06-1-1209-0	Bundles	As necessary for operations	Send back to Law Firm / Destroy		
R06-1-0300-0	Minutes – Prison board of visitors	5Y	Transfer signed copies to Jersey Archive	Archive	
06-1	Court of Appeal (continued)				
R06-1-0300-0	Court Rules	As necessary for operations	Transfer a copy to Jersey Archive on production and then subsequent major changes	Archive	Hard Copy – [LOD]
R06-1-0400-0	Correspondence	6Y from last entry	Review for high profile material/public interest and transfer relevant material to jersey Archive	Archive	Destroy
06-2	CoA - Administration				
R06-2-0300-0	Administration [General]	As necessary for operations	No retention longer than 6Y		
R06-2-0100-0	Administration [Personnel]	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

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R06-2-0200-0	Administration [Financial]	As necessary for operations	No retention longer than 10Y		Accounting Records information must be forwarded to Finance at the time of creation; copies may be retained in department as long as necessary for local management
07-1	Tribunal Service				
R07-1-1031-0	JEDT\SSec - Un-Settled	If struck out	Destroy		If not struck out goes to hearing and becomes Withdrawn or Settled
R07-1-1052-0	JEDT\SSec - Cases settled without hearing	2Y	Destroy		See note**
R07-1-1033-0	JEDT\SSec - Case File – Withdrawn, Settled [original]	5Y – Final hearing	Transfer Judgments to Jersey Archive in all cases – Transfer sample of full files; Retain [copy]	Archive	Weed once case settled [Supporting papers and correspondence] See note*
R07-1-1033-1	JEDT\SSec - Case File – Withdrawn, Settled [copy]	As necessary for operations	Consult with Archive – Destroy		
R07-1-1035-0	JEDT\SSec\MHT – Register of Cases	As necessary for operations	Transfer copy to Archive annually at close of year	Archive	
R07-1-1041-0	MHT – Case Files	As necessary for operations	Decisions and Reasons only to Archive annually at close of year	Archive	Weed once case decided
R07-1-1061-0	Planning Appeals	As necessary for operations	Destroy		The DOE schedule includes retention of these records for the Archive
07-2	Tribunal Service - Administration				
R07-2-0300-0	Administration [General]	As necessary for operations	No retention longer than 6Y		
R07-2-0100-0	Administration [Personnel]	As necessary for	No retention after date		Personnel Records information

		operations	employee leaves section		must be forwarded to HR at the time of creation; copies may be retained in department as long as necessary for local management
R07-2-0200-0	Administration [Financial]	As necessary for operations	No retention longer than 10Y		Accounting Records information must be forwarded to Finance at the time of creation; copies may be retained in department as long as necessary for local management

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**Papers for settled claims will be retained for 2 years, after that the whole file will be destroyed. Archives are not interested in claims that are settled without any determination by JEDT. The register of all names and of all claims is maintained and a record is made when a claim is settled. These claims are mostly settled via JACS and lawyers each of whom will retain a copy of the (confidential) settlement agreement.

08-1	Information and Records Management				
R08-1-0300-0	Information Policies, Procedures	10Y after replacement with update	Copy to Jersey Archive on production and subsequent major updates	Archive	
R08-1-0300-0	Records Retention and Disposition Schedules	10Y after replacement with update	Consult with Archive – Destroy		
R08-1-0300-0	Information Audits / Key listings / Scripts used to generate listings	10Y	Destroy		
R08-1-0300-0	Manuals and Guides	As necessary for operations	Consult with Archive – Destroy		.

Approved by the corporate board on: _____

Signed by Jersey Archive: _____

Signed by Court Service: _____

Print name: _____

Date: _____

Print name: _____

Date: _____