

| <p style="text-align: center;">Department of the Environment</p> <p style="text-align: center;">Retention periods for information re Corporate Operations section</p> | | | |
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| Records | Retention Period | Action by Dept if required | Action by Jersey Archive |
| Working Groups: Agendas, minutes, project docs, back groups papers, reports, etc | 5 years after group no longer exists or project completed | Send overview of projects to Archive | Archive project overview docs |
| Departmental Reviews (PIP, POSE, ENF) Agendas, minutes, project docs, back groups papers, reports, etc | 5 years after recommendations have been implemented | Weed and send overview documents / reports to Archive | Archive project overview docs |
| SOJ Initiatives (Eco States, Lean, E-Gov) : Agendas, minutes, project docs, backgroups papers, reports, etc | 5 years after programme complete / Review every 5 years | Weed and Destroy docs no longer used. | None |
| Finance: working budget sheets, general invoices, purchase cards transaction docs | Review annually (keep one full year) | Destroy | None |
| Finance: receipt / pay-in books | 10 years | Pass to Finance to be securely incinerated. | None |
| Laws and Orders: draft docs, orders, law draftsmen advice and associated correspondence | 6 months after superseded - review with Archive at time of disposal | Transfer to Archive | Archive |
| Health and Safety: polices, risk ass, accident reports, meetings, audits (excluding public H&S) | Refer to SOJ Corporate H&S Retention Schedule | Action as per SOJ Corporate Policy | None |
| Public Health: Policies, risk ass, accident reports, meetings, audits (excluding staff) | Refer to SOJ Corporate H&S Retention Schedule | Action as per SOJ Corporate Policy | None |
| Generic User Guides (Crown, phone, etc) : systems, processes, 'how to' docs, etc | 1 year after guide no longer required. | Destroy | None |
| Data Requests: data protection, freedom of information requests, associated correspondence | 10 Years | Ensure regularly asked for information published to website. Destroy rest, Archive DP register | Archive copy of Data Access Requests register |
| Complaints (service) : complaint letters, investigations, responses, etc | 10 years after complaint resolved | Archive complaints register, and high profile/public sector complaints, destroy remainder | Archive complaints register, and high profile/public sector complaints, destroy remainder |
| Generic Templates: comp slips, bus cards, letter templates, labels, order forms, media | Review annually | Destroy out of date items | None |

Last reviewed 07/10/2014