

Law Draftsman's Office Retention Schedule

April 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 Law Draftsman's Office.

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.

Records in Series	Retention at Law Draftsman's Office	Action by Law Draftsman's Office	Action by Jersey Archive	Notes
Law Drafting				
Law drafting project files	Until law repealed + 20 years	Review with Jersey Archive to see if departmental file has been received by Jersey Archive. Destroy if departmental file has been received.	Archive unless departmental file has been received	Based on the assumption that the departmental file is a more complete record of the process and includes both law draftsman contribution and additional documents e.g. public consultations

Revised Laws				
Revised Laws – annually updated, signed and bound	5 years	Transfer to Jersey Archive	Archive	
Law Revision Board Minutes and Papers	5 years	Transfer to Jersey Archive	Archive	

Agreed and signed:

..... Date:.....
 Linda Romeril, Head of Archives and Collections

..... Date:.....
 Pam Staley, Law Draftsman