

Office of the Chief Executive – Ministerial Support Unit

Retention Schedule

Updated August 2019

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 Office of the Chief Executive - Ministerial Support 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: 2024

File Title	Retention Period	Action by Department	Action by Jersey Archive	Notes
Ministerial Decisions	Current plus 3 years	Save electronic copy and send original signed copies to the States Greffe	Archive	Jersey Archive receive the originals from States Greffe
Minister's Correspondence including emails	Current plus 5 years	All original correspondence to be filed within Dept. After retention period - transfer to Jersey Archive	Archive	
Minister's speeches	Current plus 1 year	After retention period - transfer to Jersey Archive	Archive	Speeches originating from other GoJ Departments should be retained at source

Gifts and Hospitality Register	Current plus 1 year	After retention period - transfer to Jersey Archive	Archive	
Ministerial Teams Weekly Meeting Agendas	Current plus 3 years	After retention period - Destroy	None	
File Title	Retention Period	Action by Department	Action by Jersey Archive	Notes
States Questions Responses	Current plus 3 years	Save electronic copy and send responses to the States Greffe	Archive	Jersey Archive receive these from States Greffe
Propositions: - COM forthcoming business, draft comments, etc	1 year after debate	After retention period - Destroy	None	Jersey Archive receives these from States Greffe
Scrutiny: reports, background papers, associated correspondence	Current plus 3 years	After retention period transfer to Jersey Archive	Archive	
Advisory Groups: TOM, MOU and formal minutes	5 years after group no longer exists or project is completed	After retention period transfer to Jersey Archive.	Archive	
Council of Ministers - agendas, papers and reports	Current plus 3 years	Save electronic copy and send to Jersey Archive	Archive	
Council of Ministers - minutes	Current plus 3 years	Save electronic copy. States Greffe also retain copies	Archive	Jersey Archive receive these from States Greffe
Low Level Department/Team Meetings, General information	Retain until no longer needed	Destroy	None	
Project Documents	Current plus 3 years	Transfer to Jersey Archive	Archive selected items	

Policy Documents	Current plus 3 years	Transfer to Jersey Archive	Archive selected items	
HR Records	Please refer to GoJ HR Retention Schedule	Provide HR Dept with all documents where possible		
Financial Records	Please refer to GoJ Treasury Financial Direction 12.7 (3-10 Years)			

APPROVED AND SIGNED ON BEHALF OF MINISTERIAL SUPPORT BY:

Name	Signature:	Position:	Date:

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	23/08/2019