

People & Corporate Services

Retention Schedule

December 2023

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 People & Corporate Services Department

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: December 2028

Record Type Title	Retention by DE (Unit)	Retention by DE (Number of Units)	Action by Department	Notes
Personnel Files – non regulated roles.	Years	10	Destroy	These are the main Personnel files which are held by People & Corporate Services Minimum period of retention following leave date from Government of Jersey
Personnel Files – regulated roles	Years	20	Destroy	These are the main Personnel files which are held by People & Corporate Services Minimum period of retention following leave date from Government of Jersey

Record Type Title	Retention by DE (Unit)	Retention by DE (Number of Units)	Action by Department	Notes
HR Documentation – eg contracts, negotiation emails, passport, payroll information, absence records, paternity / maternity details	Years	10	Destroy	These items should be placed in the employees personnel file and no data held locally in department
Recruitment Files	Years	One year plus current year	Destroy	Recruiting line managers are responsible for holding the file in their local department.
Case Files	Years	10	Archive any case files with high profile public interest. These files should be marked as closed for 100 years Destroy the remainder. (see below)	To be retained in a separate file from personnel files. Any roles which are subject to safeguarding will have a specific retention placed on them
Employee case files concerning Child Protection cases or Safeguarding issues in relation to an adult at risk	Years		Archive	Review transfer of significant high profile cases to Jersey Archive. These files should be marked as closed for 100 years
Collective Agreements - Unions	Years	10 years after agreement has been signed	Archive	
States Employment Board Minutes	N/A	N/A	SEB minutes are managed by States Greffe and provided to Jersey Archive	

Record Type Title	Retention by DE (Unit)	Retention by DE (Number of Units)	Action by Department	Notes
Employee Policies	Years	5	Archive	Final version to be provided.
Correspondence: Chief Officer, Directors – letters and emails	Years	5	Archive	Sensitive / Confidential information to include the instruction to 'close for 100 years'
Communications – Media releases and briefings	Years	5	Destroy	These are covered with our Comms Unit
Subject Access Requests (SAR) – case folders	Years	One year plus current year	Destroy	

Records which may be routinely destroyed:

- Meeting arrangements organisation and administration thereof including acceptances rejections etc.;
- Duplicate documents e.g. c.c. and for information copies;
- Drafts and working papers leading to an official document;
- Publications reference materials, circulars newsletters received;
- Distribution lists;
- Internal States emails originated by others;
- Incoming emails to a group where the holder is not the policy work area owner.


What employment records can be destroyed? Routine operational things like annual leave arrangements for example, training courses, conferences learning materials? Performance reviews other than those related to disciplinary procedures leading to dismissal etc.

Casual or informal communications and routine matters of an administrative / operational nature.


There may be other categories but defining these could assist and simplify destruction decisions.

APPROVED AND SIGNED ON BEHALF OF PEOPLE & CORPORATE SERVICES Department

Name: Tom Walker

Name	Signature	Position	Date
Tom Walker		Assistant Chief Executive Officer	21/12/2023

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director	21/12/2023