

Independent Prison Monitoring Board Retention Schedule February 2025

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public institutions to produce retention schedules. The schedules list the public records produced by institutions, 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 Independent Prison Monitoring Board (IPMB).

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.

Please note retention period dates should be calculated from the end date of the file, e.g. a file dated 2006 – 2014 and due for transfer to Jersey Archive, review or destruction after 10 years should be actioned in January 2025.


File Title	Retention Period within institution	Action by IPMB	Action by Jersey Archive	Notes
Overview Records				
General correspondence, including emails	Until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	Archive relevant project/subject folders	Deleted emails archived on servers for 5 years
Prisoner application forms	10 years	Destroy	NA	
Prisoner application, associated reports and documents and response letters to prisoners from the IPMB	10 years	Destroy	NA	
Meeting minutes, agendas, action logs and reports	5 years	Transfer minutes, agendas and supporting papers to Jersey Archive	Archive	Close for 100 years

Monitoring visits record	5 years	Transfer to Jersey Archive	NA	Close for 100 years
General correspondence between board members and prison management	10 years	Destroy	NA	
Information shared with the IPMB by the prison management team	10 years	Destroy	NA	
Memorandum of Understanding (MoU)	10 years	Copy to Jersey Archive on production	Archive	
Annual Reports	10 years	Copy to Jersey Archive on production	Archive	
Legislation, Codes of Practice and Guidance development – research and background papers	5 years	Transfer to Jersey Archive	Archive	

Approved and signed on behalf of the IPMB:

Name	Signature:	Position:	Date:
Norma O'Sullivan		Chair, IPMB	10.02.25

Approved and signed by Jersey Archive:

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director	24/02/2025

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