

Probation and After-Care Service

1 Lemprière Street, St. Helier, Jersey JE2 3XB

Telephone (01534) 441900

Email: probation@gov.je Website: www.gov.je/probation



Probation and After-Care Service Retention Schedule 19/07/2024

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 Probation and After-Care Service.

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.

For information on retention of Human Resources records please see the Human Resources Generic Retention Schedule which is available on the Managing Records pages of the States of Jersey Intranet.

For information on retention of Financial Records please see Government of Jersey Finance Manual.

Please contact Jersey Archive to arrange for review and transfer of files.

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Records In Series	Retention at Dept	Action by Dept	Action by Jersey Archive	Notes and Closure Periods
Overview Records				
Departmental Administration				
Service Level Agreements	Current year plus 10 years	Copy to Jersey Archive on production	Archive	
Annual Reports/Business Plans	Current year plus 10 years	Copy to Jersey Archive on production	Archive	
Probation Board and Senior Management Team (SMT) Meeting agendas ,Operational Management Team (OMT) minutes and reports .	Current year plus 10 years	Transfer to Jersey Archive	Archive	Close for 100 years
Business Plans, Annual Reports, Presentations, Business Continuity, Premises, Non- Ministerial Department meetings, IT development meetings	Current year plus 10 years	Transfer to Jersey Archive	Archive	
Inspections into Service practice	Current year plus 10 years	Transfer to Jersey Archive	Archive	
Serious Case Reviews	Current year plus 10 years	Transfer to Jersey Archive	Archive	Close for 100 years
Policies, procedures, and form templates	Current year plus 10 years	Transfer copy of each and any significant updates to Jersey Archive	Archive	
Health and Safety Assessments and Incident logs	Current year plus 10 years	Transfer to Jersey Archive	Archive	Close references to individual staff and clients for 100 years

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Records In Series	Retention at Dept	Action by Dept	Action by Jersey Archive	Notes and Closure Periods
Projects that are high profile or involve incurring expenditure outside of normal business allocation	Current year plus 5 years	Transfer to Jersey Archive	Archive	
Legislation, Codes of Practice and Guidance development – research and background papers	Current year plus 10 years	Weed for duplicates and transfer to Jersey Archive	Archive	
Teams Chat – everything under the Chat icon in MS Teams	21 days	M&D to automatically delete chats after 21 days	None	
Finance				
Departmental financial records	Please refer to Government of Jersey Finance Manual – Retention of documents			
Staff Records				
Staff records including recruitment, supervision, leave, performance, disciplinary and remuneration	Please refer to Government of Jersey Retention Schedule			
Videos or recordings of staff delivering interventions	2 years from the date of recording or 2 years after the client's statutory contract with the Service finished, whichever is the latter.	Destroy	None	

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Staff accounts held on Daisy	Please refer to Government of Jersey Retention Schedule			
Records In Series	Retention at Dept	Action by Dept	Action by Jersey Archive	Notes and Closure Periods
Correspondence				
Director/Chief Executive's correspondence including email	End of project/ subject plus 1 year	Review, weed for duplicates and transfer high level information to Jersey Archive (formal correspondence e.g. policies, procedures). Delete low importance correspondence.	Archive	
All Staff – general correspondence, including emails	Retain until no longer required	Transfer relevant emails to project/subject folders and delete low importance emails.	Archive relevant project/ subject folders	
Promotion and Publicity				
Photographs	10 years	Review with Jersey Archive and transfer small sample of historic interest	Archive	
Leaflets and Publicity Material	10 years	Transfer copy of each to Jersey Archive	Archive	
Press Releases	5 years	Transfer copy of press releases	Archive	
Websites and Social Media feeds	Constantly Updated	Jersey Archive to arrange for sites to be crawled and archived at regular intervals	Archive	
Interactions				

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Complaints & Responses	Current year plus 10 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy. Destroy all others	Archive	
Records In Series	Retention at Dept	Action by Dept	Action by Jersey Archive	Notes and Closure Periods
Advice provided by and received from the Service	Current year plus 10 years	After 10 years, transfer to Jersey Archive advice of high public-interest and that which leads to the making of, or changes in policy. Destroy all others	Archive	JA to place a legal privilege closure.
Responses to Subject Access Requests	Current year plus 1 year	Destroy	None	
Freedom of Information Requests	3 years from date of latest response	Destroy after 3 years		
Records of individuals supervised by the Criminal Justice Team				
Probation Service files on convicted offenders including Sharepoint files. Clients who are subject to Notification Requirements, Restraining Orders and Domestic Abuse Protection Orders	Current year plus 6 years	Transfer files of high-profile offenders and cases with a high public interest including MAPPA, managed offenders, seriously specific offences and potentially dangerous people to Jersey Archive. Destroy all other files	Archive files transferred	Closed for 100 years

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Probation Service videos of interventions with clients	2 years from the date of recording or 2 years after the client's statutory contact with the Service finished – unless agreed with consent to be used for training purposes.	Destroy	None	
Records In Series	Retention at Dept	Action by Dept	Action by Jersey Archive	Notes and Closure Periods
<p>Clients who are non-convicted but who are referred via Parish Hall Enquiries or via Voluntary Supervisions.</p> <p>Referrals of clients by other agencies and through self-referral with a request for a voluntary service that is not a result of a conviction.</p>	Current year plus 3 years (children and adults)	<p>Destroy</p> <p>In some circumstances of public interest, we will keep records and transfer to JA after 3 years</p>	None/Archive	
Jersey Multi Agency Public Protection Arrangements (JMAPPAs) clients who are non-convicted but assessed as a potentially dangerous person	Current year plus 6 years and then destroy	Destroy. In some circumstances of public interest, we will keep records and transfer to JA after 6 years (as above).	None/Archive	
Jersey Family Court Advisory Service Records				
Case related Information	Once the youngest child in the case would be 25 years old	Destroy	None	

Agreed and signed:

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Linda Romeril

..... Date:.... 19/07/2024.....
Linda Romeril, Archives and Collections Director

Mike Cutland

..... Date:..... 19/07/2024.....
Mike Cutland, Chief Officer Probation and After-Care Services