

Strategic Policy, Planning and Performance

Retention Schedule – Public Health Directorate

September 2022

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 Strategic Public Health Unit.

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: August 2027

Note that Covid-19 related records are in a separate section in this schedule as well as included in directorate-wide records types.

Record Type Title	Retention by Public Health (Unit)	Retention by Public Health (Number of Units)	Action by Public Health	Notes
Director of Public Health (including Medical Officer of Health)				
Minutes and Agendas of meetings organised and chaired by the Director of Public Health (incl. senior leadership meetings)	Years	10	Transfer to Jersey Archive	For Covid-19 related meetings please see separate section on this retention schedule
Minutes and Agendas of meetings attended but not chaired by the Director of Public Health	Years	5	Destroy	On the assumption records will come to Jersey Archive from charring institution
Director of Public Health email (including Medical Officer of Health)	Refer to Generic Chief Officer advice			

Record Type Title	Retention by Public Health (Unit)	Retention by Public Health (Number of Units)	Action by Public Health	Notes
Overview Documents (all sections)				
All multi-agency meeting minutes	Years	5	Destroy	On assumption records will come to Jersey Archive from charring institution
Strategies, Reports and Statistics (Unpublished)	Years	5	Transfer to Jersey Archive	Statistical reports kept 20 years by Health Intelligence Unit (HIU)
Strategies, Reports and Statistics (Published)	Years	5	Transfer copy to Jersey Archive on publication	Jersey Archive to be added to circulation list (accessions@jerseyheritage.org) Statistical reports kept 20 years by Health Intelligence Unit (HIU)
Statistical Reports	Years	20	Transfer copy to Jersey Archive on publication	Retained by Health Intelligence Unit (HIU) for 20 years
Annual Reviews	Years	5	Transfer copy to Jersey Archive on production	Jersey Archive to be added to circulation list (accessions@jerseyheritage.org)
Policies, Procedures and Guidelines (Jersey specific)	Until superseded		Transfer copy of any significant documents and updates to Jersey Archive	To include Covid-19
Policies, Procedures and Guidelines (non-Jersey specific)	Until superseded		Destroy	

Record Type Title	Retention by Public Health (Unit)	Retention by Public Health (Number of Units)	Action by Public Health	Notes
Public awareness campaigns, campaign leaflets, flyers and other promotional material linked to strategy work e.g. smoking in cars		Transfer copy to Jersey Archive on production	Archive	Jersey Archive to be added to circulation list (accessions@jerseyheritage.org) For Covid-19 related material please see separate section on this retention schedule
Law drafting instructions incl. background briefing file	Years	5	Transfer to Jersey Archive	On the assumption that the departmental file is a more complete record than that held by the Law Drafting Team. To include Covid-19 related records
Public consultations - individual responses	Years	5	Destroy	On assumption that the Jersey Archive receives the final report/publication.
Targeted public engagement e.g., focus groups	Years	5	Transfer to Jersey Archive	E.g. transcripts of focus groups
Social Media and digital awareness collateral e.g., public information videos, adverts, and press conferences	Years	5	Transfer for Jersey Archive	Jersey Archive to crawl social media sites using British Library UK Web Archive Transfer any digital recordings to Jersey Archive separately
Summary Research Documents	Years	5	Transfer to Jersey Archive	To include Covid-19 related records
FOI Requests and Responses	Years	5	Destroy	Jersey Archive to collect these from Central FOI Unit

Record Type Title	Retention by Public Health (Unit)	Retention by Public Health (Number of Units)	Action by Public Health	Notes
Financial records incl. invoices, purchase card logs	Refer to Public Finances Manual Supporting Documents for specific retention periods			
Human Resources records incl. recruitment and selection files	Refer to Central HR retention schedule for specific retention periods			
Health and Safety records	Refer to Generic Health and Safety retention schedule			
Health Improvement				
Published guides and advice e.g., schools programmes, Food and Nutrition strategies	Until superseded		Transfer copy of each and significant updates to Jersey Archive	To include Covid-19 related records e.g., vaccination guides for parents
Health Intelligence				
Internal reports and audits	Years	5	Transfer copy of each and significant updates to Jersey Archive	
Statistics and supporting paperwork	Years	10	Transfer copy of each and significant updates to Jersey Archive	
Dashboards and models	Years	5	Transfer snapshots of significant dashboards to Jersey Archive	To include Covid-19 related records

Record Type Title	Retention by Public Health (Unit)	Retention by Public Health (Number of Units)	Action by Public Health	Notes
Presentations (internal and external)	Years	5	Transfer to Jersey Archive	
Health Protection, Covid-19 and other High Consequence Infectious Diseases (HCID)				
<p>All multi-agency meeting minutes and recordings of meetings to include:</p> <p>Strategic Coordinating Group (SCG) (JHA)</p> <p>Scientific, Technical & Advisory Committee (STAC) (HCS/PH)</p> <p>Safer Jersey (CM)</p> <p>OpenCell/Covid Status Certification (CSC)</p> <p>Incident Management teams (IMT)</p>	Years	7	Transfer to Jersey Archive	Jersey Archive to be added to Team to extract relevant documents/recordings OR technical solution to be investigated by GoJ Information Services
Public Health team emails (internal & external) of senior staff members	Years	5	Transfer to Jersey Archive	
<p>Covid-19 (and HCID) related public awareness campaigns/collateral to include:</p> <p><i>Signage</i></p> <p><i>Letters from Medical Officer of Health to schools</i></p> <p><i>Vaccination programme</i></p> <p><i>Lateral Flow Tests</i></p> <p><i>Publications placed in local media e.g., JEP</i></p> <p><i>Videos/Films/Podcasts</i></p> <p><i>Press Conference recordings</i></p>	Years	5	Transfer copies to Jersey Archive on production	Jersey Archive to crawl social media sites using British Library UK Web Archive
Health and Safety records specific to Covid-19 e.g., risk assessments for return to offices, exemption letters during lockdown	Years	5	Transfer <u>sample</u> to Jersey Archive	

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Statistics and supporting paperwork	Years	5	Transfer to Jersey Archive	
Contact tracing	Review	Annual	Transfer example of blank example of the contact tracing process (no personal data) Otherwise destroy	Note end of emergency phase and/or legislative basis
Test results	Review	Annual	Transfer example of blank example notifications of test results (no personal data) Otherwise destroy	On assumption positive results of HCID are retained in personal healthcare records Note end of emergency phase and/or legislative basis

APPROVED AND SIGNED ON BEHALF OF PUBLIC HEALTH DIRECTORATE:

Name	Signature	Position	Date:
Peter Bradley		Director of Public Health	31/08/2022

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	30/08/2022