

Customer and Local Services

Retention periods for information processed by the **Acceptable Behaviour Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
Annual Report	5 years	Transfer to Jersey Archive annually	Archive
Summary Stats	2 years	Transfer to Jersey Archive	Archive
All Policies and Procedures including Policies, Procedures and Incident Reporting	Retain until superseded	Transfer copy to Jersey Archive and copies of any new or significantly updated ones on production	Archive
Customer case files	1 year	Delete/destroy	
Incident Reports (Paper)	Until panel meeting.	Delete/Destroy	
Incident reports (electronic version)	1 year	Delete/Destroy	
Customer Potential Violent Person list	1 year	Delete/destroy	
CCTV Recording (DVD)	Footage retained for 28 days and destroyed.	Destroy	
Minutes from panel meetings (electronic)	Retain for 1 year	Destroy	