

Customer and Local Services

Retention periods for information processed by the **Service Hub – Cashiers Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
Receipt books	Current + one year	Destroy	
Remittance Advice (Received as slips or letters)	From 1 st day of current Qtr. to close of Qtr.	Destroy Previous Qtr.	
Population Card Envelopes/Receipts	10 Years	Destroy	
Authorisation Letters	10 Years	Destroy	
Daily Float Balances	10 Years	Destroy	
Daily Packs	10 Years	Destroy	
Jurat Reconciliation	10 Years	Destroy	
Authorised Payments sheets	10 Years	Destroy	
Mutilated States of Jersey Notes	3 Months	Destroy	
Authorised payment signatory books	10 Years	Destroy	
Lottery prizes signatory books	10 Years	Destroy	
Lottery tickets – prizes under (£1000)	1 Year	Destroy	
Lottery tickets – prizes over (£1000)	10 Years	Destroy	