

## Economic Development Department

### Channel Islands Lottery

#### Retention Schedule

[Updated December 2014]

*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 Channel Islands Lottery.*

*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: December 2019**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
General correspondence including complaints	Current plus 1 year	Destroy	n/a	
Financial and Procurement/Tender records	Refer to SoJ Treasury guidance	Destroy	n/a	Jersey Archive will receive this from Treasury
Annual Reports	10 years	Destroy	n/a	Jersey Archive will receive these from States Greffe
Promotional and marketing material	Retain until superseded	Transfer copy on production to Jersey Archive	Archive	
Rebranding and Strategic Reviews	Completion of project + 1 year	Weed paper and electronic files to remove duplicates and transfer to Archive	Archive	

**APPROVED AND SIGNED ON BEHALF OF CHANNEL ISLANDS LOTTERY BY:**

Name	Signature	Position	Date
Darren Scott		Assistant Director	26/01/2015

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	19/12/2014