

Economic Development Department

Skills

Retention Schedule

[Updated August 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 Economic Development Department.

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 2019**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Skills Accelerator Grant records incl. database	2 years	Destroy	n/a	
Trackers Apprenticeship records incl. database	6 years	Destroy	n/a	Scheme runs until June 2015 but some apprentices will not complete until after this
Graduate Internship records incl. database	2 years	Destroy	n/a	Scheme not yet started
Skills Board meeting minutes	3 years	Destroy	n/a	Archive to receive from ESC who minute the meetings
Annual Reports and Business Plans	3 years	Transfer copy to Jersey Archive on production	Archive	
Commissioned Research and Reports	3 years	Transfer copy to Jersey Archive on production	Archive	
Skills.je website	Regularly updated	None – Jersey Archive to capture	Archive	Use web crawler to cache website at intervals
Global Entrepreneurship Week documents	2 years	Destroy	n/a	
Project records (e.g.) University of Jersey	Review every 5 years	Ongoing review weed and archive		

APPROVED AND SIGNED ON BEHALF OF ECONOMIC DEVELOPMENT DEPARTMENT BY:

Name	Signature	Position	Date
Alistair Blair		Project & Research Officer	22/09/2014

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	05/09/2014