

Department of the Environment

Retention periods for information re Management Operations

Records	Retention Period	Action by Dept if required	Action by Jersey Archive
Meetings: meeting agendas, minutes, discussion documents	5 years	Archive	Archive
Strategy and Business: business planning, reports, risk registers, business continuity background papers, associated correspondence	5 years	High level business planning to Jersey Archive	Archive
Scrutiny: reports, background papers, associated correspondence	3 years	Destroy	None
Media: news releases, articles, statements, drafts, final docs, associated reports, background docs	3 years	Archive anything not sent though SOJ Communications Unit	Archive
Reports: reports, publications, inc drafts, background papers	10 years	Weed and Archive	Archive
Finance: – capital project spends, data, correspondence	5 years	Offer to finance / destroy	None
CEO general Correspondence	10 years	Archive CEO correspondence that is not part of BAU function	Archive

Last reviewed 07/10/2014