

Department of the Environment

Retention periods for information re Ministerial Operations Section

Records	Retention Period	Action by Dept if required	Action by Jersey Archive
Briefing documents: documents, reports, presentations and associated correspondence	5 years	Reports and presentations to Archive. Destroy remainder	Archive
Ministerial Decisions: summary, decisions, reports and associated correspondence and documents	6 months after published on web	Destroy	None
Delegations: delegation agreements and code of practice	6 months after superseded	Destroy	None
Meetings: in house meetings, agendas and minutes, discussion documents	5 Years	Weed and Archive	Weed and Archive
Propositions: - COM forthcoming business, draft comments, etc..	1 Year after debate	Destroy	None
States Questions: questions, answers, associated reports etc	5 years	Destroy	None
Advisory groups: Terms of reference, formal minutes and agendas	5 years after group no longer exists or project completed	Send terms of reference and formal minutes to Archive. Destroy remainder	Archive
Ministerial general correspondence (department related)	10 years	Archive Minister correspondence that is not part of BAU function	Archive

Last reviewed 07/10/2014