

## Customer and Local Services

Retention periods for information processed by the **Pensions & Care Hub – Enforcement Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
<b>Blank templates of all Fraud forms and statements</b>	Retain whilst in use until superseded.	Transfer new or updated copies to Jersey Archive	Archive
<b>Procedures (SOPS)</b>	Retain whilst in use until superseded.	Transfer new or updated copies to Jersey Archive	Archive
<b>Inspector Case files</b> <ul style="list-style-type: none"> <li>• <b>Statements</b></li> <li>• <b>Evidence</b></li> <li>• <b>Transcriptions of IUC's</b></li> <li>• <b>Prosecution reports</b></li> </ul>	Retain electronically on the L drive for duration of case. Also held in paper files. Destroy paper files after the case has closed. Delete electronic files after 6 years of case closing.	Delete	None
<b>Recordings of Interviews Under Caution (IUC) - Computer Discs</b>	Keep for 1 year after year end of case closure.	Destroy	None
<b>Fraud Team Visits Register</b>	Retained electronically on the L drive. Delete after 6 years.	Delete	None
<b>Article 29/45/64 received</b>	Retained electronically for 6 months in CLS inbox. Deleted immediately from individual emails and desktops.	Delete	None
<b>Case Closure Register</b>	Retained electronically on the L drive. Delete after 6 years.	Delete	None
<b>Case Review Meetings Register</b>	Retained electronically on the L drive. Delete after 6 years.	Delete	None

<b>Determining Officer's Registers (DO's) from Fraud Register (IS, HZ, LTC, PZIS )</b>	Retained electronically on the L drive. Delete after 6 years.	Delete	None
<b>Interview under caution Register and Destruction Log</b>	Retained electronically on the L drive. Delete 6 years after case closure.	Delete	None
<b>Fraud Data base Note Deletion Log</b>	Retained electronically on the L drive. Delete 6 years after case closure.	Delete	None
<b>Prosecutions Referrals Log</b>	Retained electronically on the L drive. Delete 6 years after case closure.	Delete	None
<b>Pro-Active Overviews</b>	Retained electronically on the L drive. Delete after 6 years.  We have overviews outside the retention period which we want to keep for training purposes but will remove names of customers from these overviews.	Delete	None
<b>Fraud Statistics/Download/Raw data</b>	Retained electronically on the L drive. Delete after 6 years.	Delete	None
<b>Risk sampling</b>	Retained electronically on the L drive. Delete after 6 years.	Delete	None
<b>Fraud Board Agenda and Minutes</b>	Retained electronically on the L drive . Archive after 6 years.	Archive	Archive

<b>Fraud Team Minutes</b>	Retained electronically on the L drive . Archive after 6 years.	Archive	Archive
<b>Production orders</b>	Retained electronically on the L drive - Delete after 2 years.	Delete	None
<b>Quarterly Risk report</b>	Retained electronically on the L drive. Delete after 6 years.	Delete	None