

## Economic Development Department

### Jersey Conference Bureau

#### 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 Jersey Conference Bureau.*

*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
Jersey Conference Bureau set-up documents	10 years	Transfer to Jersey Archive	Archive	Includes correspondence surrounding set up, minutes and financial records
Board Meeting minutes	1 year	Transfer to Jersey Archive	Archive	
Principle and Partner meeting minutes	1 year	Transfer to Jersey Archive	Archive	
Annual reports	1 year	Transfer to Jersey Archive at year end	Archive	
Monthly reports incl. statistics	1 year	Transfer to Jersey Archive at year end	Archive	
Newsletters	1 year	Transfer to Jersey Archive	Archive	
Marketing and publicity material	Until Superseded	Transfer to Jersey Archive at year end	Archive	
Enquires	Until contact finished	Destroy	n/a	
Financial Records incl. invoices, expenses etc.	Refer to Treasury guidance		n/a	FD 12.7
Human Resources records incl. recruitment and selection files	See Central H.R. retention schedule		n/a	

**APPROVED AND SIGNED ON BEHALF OF JERSEY CONFERENCE BUREAU 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