

Economic Development Department

Jersey Consumer Council

Retention Schedule

[Updated September 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 Consumer Council.

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: September 2019**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Constitution	3 years	Transfer to Jersey Archive	Archive	
Partnership Agreement for Jersey Consumer Council/Trading Standards	Until superseded	Destroy	None	Archive will receive a copy from Trading Standards
Signed Minutes of meetings	3 years	Transfer to Jersey Archive	Archive	
Quarterly and Annual Reports	10 years	Transfer to Jersey Archive	Archive	Agreed with Trading Standards
Annual audited accounts	10 years	Transfer to Jersey Archive	Archive	Agreed with Trading Standards
Enquires and correspondence	1 year	Review and transfer small sample of significant enquires to Jersey Archive	Archive sample	
Petrol and Energy Prices in Jersey	3 years	Transfer copy to Jersey Archive	Archive	
Final Reports from surveys (to include full data tables)	3 years	Transfer to Jersey Archive	Archive	

Completed surveys by individuals	1 year	Destroy	n/a	Shred responses to surveys
Newsletters	3 years	Transfer to Jersey Archive	Archive	
Financial records e.g. purchase orders, invoices	Refer to Treasury guidelines			

APPROVED AND SIGNED ON BEHALF OF JERSEY CONSUMER COUNCIL BY:

Name	Signature	Position	Date
Annie King		Executive Officer	14.12.2014

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	15.12.2014