

Economic Development Department  
Locate Jersey & High Value Residency  
Retention Schedule

[Updated August 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 Locate Jersey & High Value Residency.*

*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: August 2019**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Annual Review/Activity Plan (and Annual Report when produced)	5 years	Transfer one copy on production to Jersey Archive	Archive	
Blank Application Templates	Retain until superseded	Transfer one copy on production to Jersey Archive	Archive	
Files of successful applicants – individuals and Businesses	10 years after application	Destroy	n/a	Paper and Electronic
Files of unsuccessful applicants – Individuals and Businesses	3 years	Destroy	n/a	Paper and Electronic
External Consultations' reports and audits	5 years	Transfer to Jersey Archive	Archive	
Public/Client Consultation reports and results	3 years	Transfer to Jersey Archive	Archive	
Speeches at Public Events, e.g. Trade Delegations	1 year	Transfer sample of high profile	Archive	

		speeches to Jersey Archive		
Phots of overseas trade visits, Conferences and events	3 years	Digital selection to Jersey Archive showing overview of events	Archive	
Travel itineraries	Retain until travel completed	Destroy at year end	Archive	
Annual Statistics	5 years	Transfer to Jersey Archive	Archive	
Publications and newspaper supplements produced by Locate Jersey	3 years	Transfer one copy on production to Jersey Archive	Archive	
Marketing materials and literature	Retain until superseded	Transfer one copy on production to Jersey Archive	Archive	
Contracts/Procurement	10 years (please see SoJ Financial Direction 12.7)	Destroy	n/a	
EDD Policies and Processes	Retain until superseded	Transfer one copy on production to Jersey Archive		
Finance Records	Please refer to SoJ Financial Direction 12.7			
HR Records	Please refer to SoJ HR Retention Schedule			

**APPROVED AND SIGNED ON BEHALF OF LOCATE JERSEY & HIGH VALUE RESIDENCY BY:**

Name	Signature	Position	Date
W.E. Gallichan		Director	09/09/2014

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	07.08.2014