

Economic Development Department
Minister and Chief Officer for Economic Development

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 Minister and Chief Officer for Economic Development.

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
Correspondence relating to significant projects/events (emails and paper)	Current plus 4 years	Transfer to Jersey Archive	Archive	Currently all emails in Outlook – will be moving to Livelink
Non-significant correspondence and circulars (email and paper)	3 year ministerial cycle for paper and electronic	Destroy		
Travel booking information	Current plus 1 year	Destroy		Electronic copy retained on HRG system (indefinitely)
Travel request forms	2 years	Destroy		
Travel Itineraries	Until year end	Destroy		Cross dept.
Diaries (paper and electronic)	5 years	Destroy		
Meeting requests (electronic)	5 years	Destroy (if I.T. issues resolved)		Kept indefinitely at present due to I.T. issues
Financial records e.g. invoices, purchase card logs	Refer to Treasury guidance			

Human Resources records	See Central H.R. retention schedule			
L. V. C. R. case information incl. correspondence	10 years	Review and Transfer to Jersey Archive	Archive	Queries are ongoing
Speeches at Public Events	3 year ministerial cycle plus 1 year	Transfer to sample of high profile speeches to Jersey Archive	Archive	
Gifts and Hospitality	2 years	Transfer to Jersey Archive	Archive	
Biographies	Until superseded	Destroy		
International Air Display information incl. correspondence, grant information, business plans and post-event reports	3 year ministerial cycle	Weed and Transfer to Jersey Archive	Archive	
Jersey Construction Awards information and correspondence	1 year	Destroy		
Executive Management Team Notes	1 year	Destroy		Cross dept.
Leadership Team Notes	1 year	Destroy		Cross dept.

APPROVED AND SIGNED ON BEHALF OF ECONOMIC DEVELOPMENT DEPARTMENT BY:

Name	Signature	Position	Date
Therese Le Quesne		Executive Personal Assistant and Office Manager	01/09/2014

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	07/08/2014