

Customer and Local Services

Retention periods for information processed by the **Operational Support Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
SSD Building manuals	Indefinitely	Review and Archive appropriate manuals	
External maintenance/facilities contracts	Life of contract plus 10 years	Destroy	
Postage account books	6 months	Destroy	
CCTV recordings	28 days	Overwritten	
Procedures and guidelines	Retain until superseded	Destroy	
Fire Safety systems and equipment logs	10 years	Destroy	
Water testing (Legionella) logs	10 years	Destroy	
First Aid register and log	10 years	Destroy	
Asbestos register	Indefinitely	Maintain	
Contractors Log	1 year	Destroy	
(S102) Long Term Incapacity Claim forms (F404) Maternity Forms (W113) HRP Forms (W116) Reduction in Class 2 Contribution Liability Forms (Z119) Jobseekers Weekly Declaration Forms	1 week from date scanned	Destroy	None

<p>(Z118) Supporting documents Coversheets with assorted documents (except Pensions)</p> <p>(Z112) Contact coversheets with assorted documents</p> <p>(Z113) IS coversheets with assorted documents</p> <p>(Z114) GST coversheets with assorted documents</p> <p>Pensions and LTC post (New - Covid 19)</p>			
<p>(S101) Medical Certificates (was one week)</p> <p>(Z118) Supporting Documents Coversheets for Pensions with assorted documents, letters etc.</p> <p>(Z117) certificates coversheets with Birth, Marriage, Divorce, or Death Certificate</p> <p>(P101) Survivors Benefit Claim Form</p> <p>(P102) Old Age Pension Claim Form</p> <p>(P115) Death Grant Claim Form</p> <p>(P125) Pension Forecast Claim Form</p> <p>Business Licensing post (New - Covid 19)</p>	<p>1 month from date scanned</p>	<p>Destroy</p>	<p>None</p>

Card machine ribbons for printing customer registration, health, pension cards etc.	6 monthly	Destroy	None
Returned old registration, health, pension cards, staff door entry cards etc.	6 monthly	Destroy	None