

Health and Care Jersey

Public Health

Retention Schedule

May 2025

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 the Strategic Public Health Unit.

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: May 2030

Note that Covid-19 related records are part of the Public Health Emergencies section in this schedule.

Record Type Title	Retention by Public Health	Action by Public Health	Notes
Director of Public Health (including Medical Officer of Health)			
Minutes and Agendas of meetings organised and chaired by the Medical Officer of Health (incl. senior leadership meetings and meetings where the functions of the MOH are delegated)	10 Years	Transfer to Jersey Archive	For Health Emergency related meetings please see separate section on this retention schedule
Minutes and Agendas of meetings of other departments, attended but not chaired by the Medical Officer of Health (incl. meetings where the functions of the MOH are delegated)	5 Years	Destroy	On the assumption records will come to Jersey Archive from chairing institution
Director of Public Health email (including Medical Officer of Health)	Refer to Generic Chief Officer advice		

Record Type Title	Retention by Public Health	Action by Public Health	Notes
Overview Documents (all sections)			
All multi-agency meeting minutes	5 Years	Destroy	On assumption records will come to Jersey Archive from chairing institution
Public Health Strategies and Reports (Unpublished)	5 Years	Transfer to Jersey Archive	
Public Health Strategies and Reports (Published)	5 Years	Transfer copy to Jersey Archive on publication	Jersey Archive to be added to circulation list (accessions@jerseyheritage.org)
Summary Research Documents (Summary or review of other documentation on a specific subject)	5 Years	Transfer to Jersey Archive	
FOI Requests and Responses	5 Years	Destroy	Jersey Archive to collect these from Central FOI Unit
SAR Requests and Responses	2 Years if straightforward 5 Years if JOIC involved	Destroy	
Policies, Procedures and Guidelines (Jersey specific)	Until superseded	Transfer copy of any significant documents and updates to Jersey Archive	
Policies, Procedures and Guidelines (non-Jersey specific)	Until superseded	Destroy	
Published guides and advice e.g., schools programmes, Food and Nutrition strategies, etc	Until superseded or 3 years after programme ceased	Transfer copy of each and significant updates to Jersey Archive	

Record Type Title	Retention by Public Health	Action by Public Health	Notes
Paper and on-line health or health promotion surveys, forums, public consultations (Public responses, notes, letters, texts, images, video and audio, Social Media, public information videos, adverts, and press conferences)	5 Years	<p>Transfer final report and blank survey form to Jersey Archive.</p> <p>Transfer any digital recordings to Jersey Archive separately</p> <p>Destroy individual responses.</p>	<p>Jersey Archive to search social media sites using British Library UK Web Archive</p> <p>Transfer any digital recordings to Jersey Archive separately</p>
Family, Food and Fitness Programme (Forms, health records, anthropometric measurements, lifestyles choices, images, fitness tracker info, etc)	10 Years	<p>Transfer overview of programme, blank admission forms and statistical data to Jersey Archive.</p> <p>Destroy individual records.</p>	
Vaccine Programmes (non-personal data, ie eligibility definitions and types of vaccines provided for shingles, covid, influenza, MMR, etc.. Social Media, public information videos, adverts, and press conferences)	5 Years	<p>Transfer to Jersey Archive, including physical collateral.</p> <p>Transfer any digital recordings to Jersey Archive separately</p>	<p>Jersey Archive to search social media sites using British Library UK Web Archive</p> <p>Transfer any digital recordings to Jersey Archive separately</p>
All Vaccine Programmes (includes personal data) eligibility data and vaccines given for shingles, covid, influenza, MMR, baby checks etc..)	As per HCJ EMIS Retention	None	Data is recorded in EMIS by the Vaccination Teams and accessible to GP practices for clinical purposes. Retention is part of HCJ Services Retention Schedule.
PFAS – testing programmes (incl application forms, blood sample results)	20 years	Transfer reports and statistical analysis to Jersey Archive.	


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Jersey Strategic Needs Assessment (JSNA) (including focus group outcomes, consultations, literature reviews, horizon scanning and statistics)	5 years	Transfer overview of programme, blank admission forms and statistical data to Jersey Archive.	E.g. transcripts of focus groups
Jersey Child Measurement programme (pupil data)	20 years from birth	Delete	On assumption that statistical reports are already being passed to Archive Jersey Archive to be added to circulation list (accessions@jerseyheritage.org)
Birth data (Registrations, birth dates, weights, stillbirths, caesarean deliveries, preterm births) Only PII is unique ref no (URN)	20 years from birth	Transfer reports and statistical analysis to Jersey Archive.	Data held by other departments and forms part of their retention records. Public Health Intelligence use it to produce statistical reports and inform population health monitoring. Jersey Archive to be added to circulation list (accessions@jerseyheritage.org)

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Pregnancy Termination data (Certificates, grounds, gestation, method, sterilisation, etc)	5 years – paper forms 15 years – data base	Delete paper copies of forms Data base – Delete records older than 15 years Transfer reports and statistical analysis to Jersey Archive.	On assumption that statistical reports are already being passed to Archive Jersey Archive to be added to circulation list (accessions@jerseyheritage.org)
Death data (registrations, certificates, applications for crematorium, causes of death, etc)	10 years – cremation records 20 years – death data	Archive coded death data	On assumption that statistical reports are already being passed to Archive Jersey Archive to be added to circulation list (accessions@jerseyheritage.org)
Notifiable disease dashboard: Diseases and poisoning data (food poisoning, typhoid, paratyphoid, salmonella, dysentery, milk related disease, etc)	20 Years	Snapshot of Dashboard to Archive every 3 years	April 2025 – Little on Dashboard at moment – not enough data sources. If Dashboard data becomes robust Archive snapshot every 3 years
Health Intelligence Internal reports and audits	5 Years	Transfer copy of each and significant updates to Jersey Archive upon production	


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Health Intelligence Statistics and supporting paperwork	20 Years	Transfer copy on production of each and significant updates to Jersey Archive upon production	Jersey Archive to be added to circulation list (accessions@jerseyheritage.org)
Health Intelligence Dashboards and models	5 Years	Transfer snapshots of significant dashboards to Jersey Archive annually	
Health Intelligence Presentations (internal and external)	5 Years	Transfer to Jersey Archive	
Public Health Emergencies			
<p>All multi-agency meeting minutes and recordings of meetings to include:</p> <ul style="list-style-type: none"> • Strategic Coordinating Group (SCG) (JHA) • Scientific, Technical & Advisory Committee (STAC) (HCS/PH) • Safer Jersey (CM) • OpenCell/Covid Status Certification (CSC) • Incident Management teams (IMT) 	7 Years	Transfer to Jersey Archive	Jersey Archive to be added to Team to extract relevant documents/recording s OR technical solution to be investigated by GoJ Information Services
Health Emergency - Public Health team emails (internal & external) of senior staff members	5 Years	Transfer to Jersey Archive	

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<p>Health Emergency related public awareness campaigns/collateral to include:</p> <p><i>Signage</i> <i>Letters from Medical Officer of Health to schools</i> <i>Vaccination programme</i> <i>Lateral Flow Tests</i> <i>Publications placed in local media e.g., JEP</i> <i>Videos/Films/Podcasts</i> <i>Press Conference recordings</i></p>	5 Years	Transfer copies to Jersey Archive on production	Jersey Archive to search social media sites using British Library UK Web Archive
Health and Safety records for specific Health emergencies e.g., risk assessments for return to offices, exemption letters during lockdown	5 Years	Transfer <u>sample</u> to Jersey Archive	
Test results	Review Annually	<p>Review impact and significance of the PH Emergency and public interest.</p> <p>Transfer to Jersey Archive if high public interest.</p>	<p>On assumption positive results of HCID are retained in personal healthcare records</p> <p>Note end of emergency phase and/or legislative basis</p> <p>Transferred records to be closed for 100 years.</p>
Contact tracing	Review Annually	<p>Review impact and significance of the PH Emergency and public interest.</p> <p>Transfer to Jersey Archive if high public interest.</p>	<p>Note end of emergency phase and/or legislative basis</p> <p>Transferred records to be closed for 100 years.</p>

APPROVED AND SIGNED ON BEHALF OF PUBLIC HEALTH DIRECTORATE:

Name	Signature	Position	Date:
Peter Bradley		Director of Public Health	07.05.2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	12/05/2025