

Economic Development Department

Shipping Registry

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 Shipping Registry.

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 |
|--|----------------------------------|--|--------------------------|-------|
| Ship Register Books | 20 years | Review after every 5 years then transfer to Jersey Archive | Archive | |
| Ships' Envelopes – Open | Retain | Maintain as required | Archive | |
| Ships' Envelopes – Closed | 10 years after closure | Transfer small sample of historic interest to Jersey Archive | Archive | |
| Pending Registries | 2 years after date of last entry | Review annually and destroy | n/a | |
| Transactions in Progress Files | 2 years after date of last entry | Review annually and destroy | n/a | |
| Records Cards | Retain whilst in use | Update regularly | n/a | |
| Fees and Deeds files | 10 years | Review by registrar | n/a | |
| Fishing Boat Registers | 20 years | Review after 5 years then transfer to Jersey Archive | Archive | |
| Fishing Boat Papers | 10 years | Review by registrar | n/a | |
| Small Ships Register – application and renewal form for closed records | 10 years after closure | Destroy | n/a | |
| Small Ships Register – application and renewal form for open records | 10 years after closure | Destroy | n/a | |
| Small Ships Register number allocation books | Retain indefinitely | Update regularly | n/a | |

APPROVED AND SIGNED ON BEHALF OF SHIPPING REGISTRY BY:

| Name | Signature | Position | Date |
|-------------|-----------|----------------------|------------|
| Piers Baker | | Register of Shipping | 10.09.2014 |

APPROVED AND SIGNED BY JERSEY ARCHIVE:

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