

Economic Development, Tourism, Sport and Culture

Sports Section

Retention Schedule

[Updated 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 Sports Section.

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: 2019**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Assistant Director – Sport and Leisure Files				
Meeting Minutes for Sport and Leisure	Current plus 6 years	Transfer to Jersey Archive	Archive	
External Reports and Review with Jersey content	Current plus 3 years	Transfer to Jersey Archive	Archive	
External Reports and Review with no Jersey Content	Current plus 1 year	Destroy	Archive	
Internal Reports and Reviews	Current plus 3 years	Transfer to Jersey Archive	Archive	
Reports & Consultation papers by Assistant Director	Current plus 3 years	Transfer to Jersey Archive	Archive	
Strategic Plans and Documents	Current plus 3 years	Transfer to Jersey Archive	Archive	
Project Documents	Current plus 3 years	Transfer to Jersey Archive	Review: archive selected items	
Policy Documents		Transfer a copy on production to Jersey Archive	Archive	
Publications with Jersey content		Transfer copy on production to Jersey Archive	Archive	

Assistant Director's Correspondence files	Current plus 6 years	Transfer to Jersey Archive	Review: archive selected items	
Operational Division – See also generic schedules for Building, Financial, Health and Safety and Project Records				
Meeting Minutes for Operational Team and similar level teams	Current plus 6 years	Transfer to Jersey Archive	Archive	
Meeting minutes for Health and Safety Team	Current plus 6 years	Transfer to Jersey Archive	Archive	
Incident Reports	Current plus 6 years	Transfer to Jersey Archive	Archive	
Client Records				
Membership database	Current plus 7 years	Destroy		
Application Forms	Current plus 7 years	Destroy		
Exercise Referral Records	Current plus 7 years	Destroy		
Monthly statistical reports		Transfer copy on production to Jersey Archive	Archive	
Marketing material/leaflets		Transfer copy on production to Jersey Archive	Archive	
Events/Concerts				
Events, Concerts and Conferences – Administration, Booking details and Generic Posters	Current plus 3 years	Destroy		
Video/DVDs of local concerts/events	Current plus 3 years	Transfer to Jersey Archive	Archive	
Events, Concerts and Conferences –Annual Programmes/Overview	Current plus 3 years	Transfer to Jersey Archive	Archive	

APPROVED AND SIGNED ON BEHALF OF SPORTS SECTION BY:

Name	Signature	Position	Date

APPROVED AND SIGNED BY JERSEY ARCHIVE:

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