

Chief Minister's Department

Statistics Unit

Retention Schedule

Reviewed 04/04/2017

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 Statistics Unit of the Chief Minister's Department.

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.

Records In Series	Retention at Statistics Unit	Action by Statistics Unit	Action by Jersey Archive	Notes
Statistics Unit				
Glossy/bound publications and reports		Copy to Jersey Archive on production	Archive	
Paper/online statistical bulletins	Electronic copy kept on server		Sign up to receive alerts when new reports published in gov.je/statistics – archive where appropriate	
Completed survey return forms – annual business surveys	5 years	Destroy		
Completed survey return forms – quarterly business surveys	3 years	Destroy		
Completed survey return forms – social survey	After publication	Destroy		

Completed survey return forms spending and income	1 year	Destroy		
Census report		Copy to Jersey Archive on production	Archive	
Census paper questionnaires		Destroy once electronically archived		
Completed Census questionnaires – electronic record		Hard drive and Gold DVD copy to Archive Statistics to maintain Hard drive copy	Archive	
Statistics User Group – Minutes of Meetings	Published to website	Copy to Archive on production	Archive	

File Title	Retention Period within institution	Action by institution	Action by Jersey Archive	Notes
Overview Records				
Code of Practice	Published to website	Copy to Archive on production and on any review which results in significant update	Archive	
Legislation, Codes of Practice and Guidance development – research and background papers	10 years	Weed for duplicates and transfer to Jersey Archive	Archive	
Correspondence				
Director/Chief Executive's correspondence including email	End of project/ subject plus 1 year	Review, weed for duplicates and transfer high level information to Jersey Archive	Archive	
All Staff – general correspondence, including email	Retain until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	Archive relevant project/ subject folders	
Promotion and Publicity				
Leaflets and Publicity Material	10 years	Transfer copy of each to Jersey Archive	Archive	
Press Releases	5 years	Transfer copy of press releases	Archive	
Websites and Social Media feeds	Constantly Updated	Contact Jersey Archive to arrange for sites to be crawled and archived at regular intervals	Archive	


Interactions				
Enquiries, Complaints & Responses	10 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy	Archive	
Advice	10 years	After 10 years, transfer to Jersey Archive advice of high public-interest and that which leads to the making of, or changes in policy	Archive	

The following records are common across the majority of institutions and copies of these schedules are provided on MyStates.


All Financial Records	Please refer to Financial Direction 12.7
All HR and Training Records	Please refer to SoJ Personnel Retention Schedule
Health and Safety Records	Please refer to Generic Health and Safety Retention Schedule
Contracts	Please refer to Contracts Retention Schedule
Projects (Non-construction)	Please refer to Generic Projects Retention Schedule
All Building Maintenance Records	Please refer to Maintenance Retention Schedule

Agreed and signed,

Duncan Gibaut, Chief Statistician:

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Linda Romeril, Head of Archives and Collections

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