

# TRADING STANDARDS SERVICE

Retention schedule 15/03/2018

**This schedule applies to all records, whether paper or electronic that are produced by the Trading Standards Service.**

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 Trading Standards.

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: 2023

Series title	Retention at Trading Standards	Action required by Trading Standards	Action by Jersey Archive	Notes
<b>Consumer Advice Service</b>				
Consumer Cases	3yrs	Transfer a 5% numeric sample to Jersey Archive  Provide Jersey Archive with an annual summary of the case statistics then delete and destroy the remainder of the records	Archive	Cases transferred to be closed for 75 years under personal data exemption.
<b>Enforcement</b>				
Compliance Cases	3yrs	Transfer a 10% sample to Jersey Archive showing	Archive	Cases transferred to be closed for 75 years under

		<p>the variety of cases and selecting cases of public interest.</p> <p>Provide Jersey Archive with an annual summary of the case statistics then delete and destroy the remainder of the records.</p>		personal data exemption.
Court Cases	3yrs	Destroy		Jersey Archive will receive copies of these from States Greffe
Weights and Measures Asset and Equipment Test Registry	3yrs	Provide Jersey Archive with an annual statistical summary of the records and then delete and destroy	Archive	
National Measurements Office – Certificates of testing Jersey Standards	5yrs	Transfer to Jersey Archive	Archive	
<b>Registrations and Permits</b>				
Registrations under Tourism (Jersey) Law 1948	2yrs	<p>Transfer to Jersey Archive</p> <p>Provide Jersey Archive with an annual summary of registration data</p>	Archive	
Registrations under Places of Refreshment (Jersey) Law 1967	2yrs	<p>Transfer a 10% sample to Jersey Archive showing the variety registrations of public interest.</p> <p>Provide Jersey Archive with an annual summary of the registration statistics then delete and</p>	Archive	

		destroy the remainder of the records.		
Beach Concessions issued under Ministerial Decision (Policing of Beaches (Jersey) Regulations 1959)	2yrs	Transfer a 10% sample to Jersey Archive showing the variety registrations of public interest.  Provide Jersey Archive with an annual summary of the registration statistics then delete and destroy the remainder of the records.	Archive	
Caravan Permits	1yr	Destroy		
Beach Parking Permits issued under the Policing of Beaches (Jersey) Regulations 1959	1yr	Destroy		
<b>Policy, Legislation and Administration</b>				
Policy and Legislation Correspondence	5yrs	Review and transfer relevant files to Jersey Archive. Destroy irrelevant files.	Weed and Archive	
Ministerial Decisions	3yrs	Destroy		Copies to come to Archive from States Greffe.
Human Resources	<b>See generic schedule</b>			
Financial/Accounting records	<b>See generic schedule</b>			
Health and Safety	<b>See generic schedule</b>			