

Customer and Local Services

Retention periods for information processed by the **Work & Family Hub – Critical Support Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
JMAPPA MARAC MULTI-AGENCY WORKING & SAFEGUARDING			
Jersey Multi Agency Public Protection Arrangements - JMAPPA - client info	Information retained according to JMAPPA retention schedule guidance		None
JMAPPA – Referrals. (Jersey Multi Agency Public Protection Arrangement.)	5 Years	Delete	None
JMAPPA Minutes. (Jersey Multi Agency Public Protection Arrangement.)	Only last set of minutes retained for a maximum of one year.	Delete	None
MARAC Case Lists (Multi Agency Risk Assessment Conference.)	3 Years	Delete	None
Safeguarding Partnership Board Minutes and Documents	Not to be retained on Customer and Local Services system	No Action	No Action
SPOR Referrals (Single Point of Referral)	3 Years	Delete	None
MASH Referrals (Multi Agency Safeguarding Hub.)	3 Years	Delete	None
Safeguarding Log	3 years	Delete	None
Safeguarding Alerts (Internal)	3 years	Delete	None
Occupational Support Unit (OSU)			
Consent Forms	Until scanned to information system*	Hard copy destroyed	
Internal referral and consultation forms and other sensitive information in Occupational Support Unit – Client Master File	1 year after last contact	Delete from Information system*	
Paper records for Health Advisor	1 year after last contact	Destroy	
Health Advisor training materials	Retain until superseded	Delete previous version from Information system*	
List of Agency Contact	Update as necessary or delete details when no longer relevant	Delete from Information system*	
Agency referral forms	Retain until superseded by newer versions or delete when no longer in use	Delete previous version or expired details from Information system*	

* Data held indefinitely due to inability to delete from current information system