

Strategic Policy, Planning and Performance Retention Schedule

January 2024

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 Department for Strategic Policy, Planning and Performance

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: January 2029

Record Type Title	Retention by SPPP (Unit)	Retention by SPPP (Number of Units)	Action by SPPP	Notes
<u>Methodologies, processes, procedures</u> Directorate specific, e.g., statutory procedures	Years	5	Final versions plus major version changes to Jersey Archive	
<u>Drafts</u> - earlier draft versions of policy, strategy and plans	Years	5	Transfer to Jersey Archive	
<u>Final policy strategy and business planning</u> documents, including grant schemes and criteria	Years	5	Transfer to Jersey Archive	Transfer both published and unpublished
<u>Source information</u> - Literature reviews, research etc for policy, strategy and plans	Years	5	Transfer to Jersey Archive	Jersey based material, not UK.
<u>Public consultations</u> - individual responses to online surveys	Years	5	Destroy	On assumption that the Jersey Archive receives the final report/publication.

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<u>Targeted public engagement</u> e.g. focus groups of invited stakeholders	Years	5	Transfer to Jersey Archive	
<u>Project management:</u> development and management of projects, business cases, funding proposals, correspondence, meetings notes, decision making	Years	5	Transfer to Jersey Archive	Financial records held centrally in T&E
<u>Heritage management agreements:</u> correspondence; notes of meetings; file notes; decision-making; and management agreements	Years	5	Transfer to Jersey Archive	Transfer unless current version of project/outcome has yet to be reviewed
<u>Grants:</u> application forms, eligibility assessments, applicant correspondence, certificates	Years	5	Transfer to Jersey Archive document templates Review 5 years after closure of schemes with view to destroy	Where schemes have been subject to scrutiny destroy only if no longer operationally sensitive
<u>Eco accreditations:</u> including application forms, certificates and renewals, correspondence	Years	5	Transfer sample to Jersey Archive, remainder to be destroyed	
<u>Contracts:</u> scoping, tender documentation, agreed contracts	Years	5	Transfer to Jersey Archive	Refer to Generic Contracts Retention Schedule for more detail.
<u>Senior management meetings:</u> agendas, papers and minutes	Years	5	Transfer to Jersey Archive	
<u>Complaints, Comments and Compliments</u>	Years	5	Destroy	On assumption that Jersey Archive will receive copies through central function in CLS.

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<u>Correspondence:</u> <u>highly sensitive / confidential</u> e.g. Care Inquiry	Years	10	Transfer to Jersey Archive	Sensitive / confidential information to include the instruction 'close for 100 years'
<u>Correspondence:</u> <u>Chief Officer and Directors</u> letters, emails	Years	5	Transfer to Jersey Archive	Sensitive / confidential information to include the instruction 'close for 100 years'
<u>Correspondence:</u> <u>other staff</u> letters, emails	Years	5	Destroy	On the assumption that any significant correspondence is saved in project file.
<u>Communications:</u> Media releases and briefings	Years	5	Destroy	On the assumption that all media releases come to Jersey Archive through central Comms unit.
<u>Contact details:</u> stakeholders (including those involved in public consultations) via email and telephone calls, plus details required to identify and serve notice on the owners of potential heritage assets	Years	5	Destroy	
<u>Contracts:</u> Individual contractor details: CVs, contact and remuneration	Years	5	Destroy	
<u>Other meetings</u> (e.g. team meetings): agendas, papers and minutes	Years	5	Destroy	
<u>Risk management:</u> Risk assessments, risk register, business continuity plans	Years	1	Destroy	On assumption that Jersey Archive will receive copies through

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				central Risk function in T&E.
<u>Health, safety & wellbeing:</u> policies, guidance, fire and accident reporting registers	Refer to Generic Health and Safety schedule for specific retention periods		Destroy	
<u>Information requests:</u> Freedom of Information, Subject Access Requests and responses	Years	1	Destroy	On assumption that Jersey Archive will receive copies from FOI unit and ICO.
<u>Ministerial briefing documents:</u> Papers for private briefings, Questions Without Notice, Scrutiny, Comptroller & Auditor General, Public Accounts Committee	Years	10	Destroy	On assumption that Jersey Archive will receive copies from Ministerial Support Unit
<u>Law Drafting Instructions:</u> including background briefing file	Years	5	Transfer to Jersey Archive	On the assumption that the departmental file is a more complete record than that held by the Law Drafting Team.
<u>HR records:</u> recruitment, past and present employees. Training and development records. Appraisals. Photographs	Refer to Generic Personnel schedule for specific retention periods			
<u>Finance:</u> budgets, invoices (Supply Jersey) and purchase card transaction reports.	Refer to Public Finances Manual Supporting Documents for specific			

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	retention periods			
<u>Hospitality and gift registers</u>	Years	5	Destroy	On assumption that Jersey Archive will take from COO where central register sits
<u>Redress Scheme Applicant details:</u> limited contact details for processing applicants' payments/ requests out with the redress scheme criteria	Years	10	Destroy	Redress scheme records will be sent to Jersey Archive by the lawyers and SPPP

APPROVED AND SIGNED ON BEHALF OF THE DEPARTMENT FOR STRATEGIC POLICY, PLANNING AND PERFORMANCE BY:

Name	Signature	Position	Date
Tom Walker		Assistant Chief Executive Officer	05/03/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	26/02/2024