

States Greffe Retention Schedule

Updated January 2019

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 States Greffe.

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: 2022

Records In Series		Retention at Greffe	Action by Greffe	Action by Jersey Archive	Notes
States of Jersey					
1	States of Jersey Minutes	Copy at Greffe	Transfer original copy to Jersey Archive annually	Archive	
2	States of Jersey Transcripts	Digital copy at Greffe	Transfer digital copies to Jersey Archive annually	Archive	From Hansard
3	States of Jersey Sound Recordings	Permanent	Review in conjunction with Jersey Archive and transfer annually	Sample to be kept as Archive Material	
4	States of Jersey Webcasting	Permanent	Review in conjunction with Jersey Archive and transfer annually	Sample to be kept as Archive Material	
5	States of Jersey Order	1 year	Transfer	Archive	

	Papers		original copy to Jersey Archive annually		
6	Petitions	20 years	Review annually and transfer to Jersey Archive	Archive	
7	Role des Etats	20 years	Transfer annually to Jersey Archive	Archive	
States of Jersey – Committees/Ministries					
8	Committee Minute Books	50 years	Review annually and transfer to Jersey Archive	Archive	Where second copy minutes exist originals will be transferred to Jersey Archive after 20 years.
9	Draft Committee Minute Books	Retain in Department			
10	Signed Ministerial Decisions	20 years	Transfer annually to Jersey Archive	Archive	Copies of decisions kept in files at Greffe
11	Signed Ministerial Orders	1 year	Transfer to Jersey Archive	Archive	
12	Committees of Inquiry	1 year after final report	Transfer to Jersey Archive	Archive	
States Assembly Publications					
13	Projets	Copy at Greffe	Transfer to Jersey Archive annually	Archive	
14	Reports	Copy at Greffe	Transfer to Jersey Archive annually	Archive	
Scrutiny					
15	Scrutiny Minutes	20 years	Review and transfer every 3 years to Jersey	Archive	

			Archive		
16	Scrutiny Review Files	Full States session plus 1 year	Transfer electronic copy to Jersey Archive	Archive	Reports will come to Archive under 17.
17	Scrutiny Reports	Copy at Greffe	Transfer to Archive at the end of each States session	Archive	
States Greffe – Administration					
18	Subject filing	Retain in Department			Includes copies of States Minutes, Committee Minutes & Ministerial Decisions
SOJ Campaigns					
19	Voter awareness campaigns	Retain until end of campaign	Transfer to Jersey Archive a copy of each publicity item		Includes brochures, flyers, DVDs, posters
Complaints Board					
20	Complaints Board Hearings and associated submissions and paperwork	10 years	Destroy		Reports to come to Archive under 14
HR Records – Follow SOJ Guidelines					
Finance Records – Follow SOJ Guidelines					

Agreed and signed:

..... Date:.....
Linda Romeril, Head of Archives and Collections

..... Date:.....
Shelagh Castledine, States Greffe