

HM Prison La Moye

Retention Schedule

February 2025

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 HM Prison, La Moye.

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: 2028

Please note retention period dates should be calculated from the end date of the file, e.g., a file dated 2001 – 2009 and due for transfer to Jersey Archive, review or destruction after 10 years should be actioned in January 2020.

Records In Series	Retention at Prison	Action by Prison	Action by Jersey Archive	Notes
Overview Records – All Sections				
General correspondence, including emails	Retain until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	Archive relevant project /subject folders	Deleted emails archived on servers for 5 years
Copies of Pro-Formas, Policies, Procedures and Statistics for all sections		Transfer copy of each to Jersey Archive	Archive	

Handbooks and Induction material		Transfer copy of each to Jersey Archive	Archive	Once at Archive additional closure periods will apply
Minutes of Meetings	10 years	Transfer Formal minutes of high level/policy/decision making meetings to Jersey Archive Destroy low level meeting minutes/action points		
Annual Reports and Business Plans		Transfer copy to Jersey Archive		
Freedom of Information Requests	10 years	Destroy		
Subject Access Requests	10 years	Destroy		
Prisoners				
Prisoners Registers/Ledgers – admission details	20years	Transfer to Jersey Archive	Archive	Once at Archive additional closure periods will apply. Currently 100 years
Prisoners Medical Records including Mental Health	20 years after no further treatment necessary or 8 years after patient's death	Destroy		

Prisoners Core Files	10 years after discharge	High Public Interest Prisoners to be Transferred to Jersey Archive Destroy other files	Archive	High public interest would include cases of serious crimes, high profile prisoners.
Prisoner's Property Sheets (move to core record on discharge)	10 years after discharge	Destroy		
Prisoners Formal Complaints	10 years	Transfer to Jersey Archive	Archive	
Courts				
Committal papers copy of arrival and sentence kept in core record	10 years after discharge	Destroy		
Article 14	2 years	Destroy		
Detention/Deportation Orders – in core record	10 years after discharge	Destroy		
Catering				
Menus	6 months	Transfer sample to Jersey Archive	Archive	
Daily Journals, incl. kitchen cleaning	2 years	Destroy		
Education				
Prospectus of courses offered to Prisoners	Until superseded	Transfer to Jersey Archive	Archive	
Correspondence relating to course administration, attendance, assessments etc.	1 year	Destroy		
Student coursework/portfolios	Until release	Give to student on release		
PE Department PARQ	1 year from discharge	Destroy		
Health and Safety – see general States guidelines for retention of H&S records				

Health and Safety Training records	6 years	Destroy		
Health and Safety Policy Documents	Until superseded	Transfer to Jersey Archive	Archive	
Health and Safety Statistics	6 years	Transfer to Jersey Archive	Archive	
Human Resources – see general States guidelines for retention of HR records				
Sentence Planning team				
Psychology 1:1 intervention	20 years after discharge	Destroy		
Induction Booklets	Until Superseded	Transfer copy to Archive	Archive	
Safer Custody – Risk Control Assessment /ACCT documents	10 years after discharge	Destroy		
Adjudication Records	10 years			
Behaviour Records	10 years after discharge	Destroy		
Programmes – TSP	10 years after discharge	Destroy		
Children Protection – Prisoner Records relating to Child Protection	10 years after discharge	Destroy		
Chaplain's Journals	10 years	Transfer to Jersey Archive	Archive	Once at Archive additional closure periods may apply
Chaplaincy – Change of religion records	10 years after discharge	Destroy		
Chaplaincy – Volunteer correspondence	2 years	Destroy		
Substance Misuse Counsellor –Prisoner Information	10 years	Destroy		

Admin –Conditional Early Release Scheme, panel data, minutes, and decision in core record	10 years after discharge	Destroy		
Admin – Policies, Processes and Procedures	Until superseded	Transfer copy to Jersey Archive	Archive	
Sentence Planning Dept. – Electronic Contributions, Personal Files, Queries, General Information	10 years after discharge	Destroy		
Sentence Planning Dept. – Templates, Statistical Data	Until superseded	Transfer to Jersey Archive	Archive	
Security Department				
Control room and gate lodge occurrence books	10 years	Transfer to Jersey Archive	Archive	
Blank form examples	Until superseded	Transfer to Jersey Archive	Archive	
Prisoner Escort Records	Until discharge	Destroy		
Prisoner Property Receipt Books	10 years	Destroy		
IEP warning forms	10 years after discharge	Destroy		Keep with Safer Custody for 1 year, transfer to core record
Prisoner Escort Receipt Books	10 years	Destroy		
Prisoner Oral Drug Swab Certificates of Analysis	10 years after discharge	Destroy		
Prisoner Visitor Orders		Destroy		Information remains on PIMMs
Prisoner Risk Assessments	10 years after discharge	Destroy		

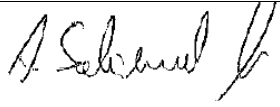
Wing/Prisoners				
Induction Logs	10 years after discharge	Destroy		
IEP formal warnings	10 years after discharge	Destroy		
IEP Reviews	10 years after discharge	Destroy		
Wing Daily Statistics	2 years	Destroy		
Camera Recordings	Kept for 30 days	Destroy		
Prisoner Wages/Work Allocation	10 years after discharge	Destroy		
Rule 67 Removal of Assoc.	10 years after discharge	Destroy		
Discipline Reports	10 years after discharge	Destroy		
Incident Reports	10 years	Destroy – Major incident reports to be transferred to Jersey Archive		
Discrimination Incident Report Forms	10 years after discharge	Destroy		
Use of Force Reports	10 years	Destroy		
TRI Applications	10 years after discharge	Destroy		
Cell Share Risk Assessments	10 years after discharge	Destroy		
Microsoft Teams				
Teams Chat	21 days	Deleted		
Accounts – see general States guidelines for retention of accounting records				
Annual Accounts		Transfer copy to Jersey Archive	Archive	

Property/Building Records – see general guidelines for retention of project records				
Plans of Buildings	20 years	Review - significant projects/changes to Jersey Archive	Archive	Once at Archive additional closure periods will apply
Photographs of Buildings	20 years	Review	Archive	Once at Archive additional closure periods will apply

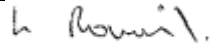
The following information will come to Jersey Archive from the States Greffe:

- Copies of Legislation/Projects
- Signed Ministerial Decisions
- Copies of Reports submitted to the States Assembly
- Copies of Scrutiny Reports

APPROVED AND SIGNED ON BEHALF OF HM PRISON LA MOYE BY:

Name	Signature:	Position:	Date:
Artur Soliwoda		Acting Prison Governor	10.02.25

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	24/02/2025