

From: Tom Walker <[redacted]@gov.je>
To: Mark Grimley <M.Grimley@gov.je> [redacted]@gov.je [redacted]@gov.je [redacted]@gov.je
Addressed To: [redacted],m.grimley@gov.je [redacted]@gov.je [redacted]@gov.je [redacted]@gov.je
Subject: RE: Nominations for Departmental Leads, Records Transformation
Date: Thursday, August 24, 2023 12:36 BST

Thanks - that sounds sensible.

Grateful for a lead for M&D records also please.

Kind regards, Tom.

From: Mark Grimley [redacted]@gov.je>
Sent: Thursday, August 24, 2023 12:35 PM
To: Tom Walker [redacted]@gov.je>; [redacted]@gov.je>; [redacted]@gov.je>; [redacted]@gov.je>
Subject: Re: Nominations for Departmental Leads, Records Transformation

I suggest we'd have to split it - HR records are huge and we've been working through retention schedules. [redacted] would be lead for this for PCS M

From: Tom Walker [redacted]@gov.je<mailto:[redacted]@gov.je>>
Sent: Thursday, August 24, 2023 11:33
To: [redacted]@gov.je<mailto:[redacted]@gov.je>>; [redacted]@gov.je<mailto:[redacted]@gov.je>>; Mark Grimley <M.Grimley@gov.je<mailto:[redacted]@gov.je>>> [redacted]@gov.je<mailto:[redacted]@gov.je>>> [redacted]@gov.je<mailto:[redacted]@gov.je>>> [redacted]@gov.je<mailto:[redacted]@gov.je>>>
Subject: FW: Nominations for Departmental Leads, Records Transformation

[redacted]

Who would be best placed to assist PCS and M&D with the RTP work?

Thanks, Tom.

From [redacted]@gov.je<mailto:[redacted]@gov.je>>
Sent: Thursday, August 24, 2023 11:29 AM
To: ELT Executive Leadership Team [redacted]@gov.je<mailto:[redacted]@gov.je>>
Cc: [redacted]@gov.je<mailto:[redacted]@gov.je>>; [redacted]@gov.je<mailto:[redacted]@gov.je>>; [redacted]@gov.je<mailto:[redacted]@gov.je>>; [redacted]@gov.je<mailto:[redacted]@gov.je>>; [redacted]@gov.je<mailto:[redacted]@gov.je>>; [redacted]@gov.je<mailto:records@gov.je>>
Subject: Nominations for Departmental Leads, Records Transformation

Dear all,

Further to the OpCo meeting on 14 June 2023, please may I ask for the outstanding Accountable Officer nominations for a named person in each

department to take responsibility for delivering the Records Transformation Programme (RTP)?

Whilst RTP is delivering infrastructure for records transformation, the realisation of benefits of the programme are dependent on actions being taken in departments as record owners. These actions require a nominated lead to take this responsibility on behalf of Accountable Officers.

RTP Leads appointed by Accountable Officers of:

Department

RTP Lead

CLS

COO-Cabinet Office

CYPES

Economy

External Relations

HCS

[REDACTED]

I&E

JHA

[REDACTED]

suggested, please confirm

OCE-Cabinet Office

SPPP-Cabinet Office

[REDACTED]

suggested, please confirm

T&E

[REDACTED]

Background

The organisation currently holds 98M sheets of paper records, resulting in a variety of risks and operational problems. Some departments will be unable to relocate records to new facilities in the new GoJ HQ or future Health settings.

The Records Transformation Programme (RTP) is delivering infrastructure to enable GoJ departments and non-ministerial departments to organise

and modernise their records. The transformation will result in:

- * Greater compliance with the Data Protection (Jersey) Law 2018, the Public Records (Jersey) Law 2002, and the GoJ Privacy Framework.
- * Making records more accessible when needed, enhancing service to islanders.
- * Freeing up space for critical estates programmes including the Office Accommodation Programme and Healthcare Facilities Programme.
- * Modernisation and efficiency of records management.

The realisation of the benefits of RTP is dependent on actions being taken by departments as the entities responsible for their own records. Following a briefing, the following next steps were agreed by OpCo on 14 June 2023 on behalf of their departments:

1. Accountable Officers to review obligations under the Data Protection Law (Jersey) 2018, Public Records (Jersey) Law 2002
2. Accountable Officers to provide a named person in each department to deliver RTP.
3. Accountable Officers to ensure that within their departments:
 - * Records must be identified and organised.
 - * A clear retention schedule must be developed, approved and maintained to allow this organisation to happen.
 - * The department is responsible for organising & managing records and documenting the retention schedule.
 - * RTP team is in place until end 2024, provide support and guidance to the dept lead.
 - * Establish departmental deadlines for organising records

1. Accountable Officers to review monthly RTP metrics in OpCo

ELT Briefing

The SRO and Programme team for RTP wish to brief ELT in the coming month, and will be sharing reporting of RTP progress, risk and benefit realisation.

Kind regards,

██████

----- End Of Message -----

From: [REDACTED]@gov.je>
To: Tom Walker <T.Walker@gov.je>
Cc: [REDACTED]@gov.je>
Subject: RE: People & Corporate Services Retention Schedule
Date: Thursday, December 21, 2023 15:01 GMT

Thank you Tom - very much appreciated.

I'm happy to arrange a catch-up in the new year to discuss.

Many thanks

[REDACTED]

[REDACTED]

Business Partner - Governance and Strategy

From: Tom Walker <[REDACTED]@gov.je>
Sent: Thursday, December 21, 2023 2:50 PM
To: [REDACTED]@gov.je>
Cc: [REDACTED]@gov.je>
Subject: RE: People & Corporate Services Retention Schedule

Hi [REDACTED]

Thank you for getting this done - appreciated.

I have some observations/reservations on some points, but given that we'll be revisiting this during 2024, am content for [REDACTED] to add my e-sig to this version as providing a good starting point from which we can develop further next year.

Thanks again.

Kind regards, Tom.

Tom Walker
Assistant Chief Executive Officer

Direct +44 (0)1534 [REDACTED]
Mobile +44 [REDACTED]

Cabinet Office
Government of Jersey
19-21 Broad Street | St Helier | Jersey | JE2 3RR

From: [REDACTED]@gov.je<mailto:[REDACTED]@gov.je>>
Sent: Thursday, December 21, 2023 2:31 PM
To: Tom Walker [REDACTED]@gov.je<mailto:[REDACTED]@gov.je>>
Cc: [REDACTED]@gov.je<mailto:[REDACTED]@gov.je>>
Subject: People & Corporate Services Retention Schedule

Dear Tom

Please find attached the revised People & Corporate Services retention schedule which has been approved by Linda Romeril at Jersey Archive.

I have been working with [REDACTED] in records to pull this together into the new template and into a more comprehensive document.

Please can you review and sign if you agree with the content. I will be looking to review again in 2024 based on anything significantly changing with connect (when I do DPIA reviews and SOP reviews) and any other elements of data processing we take on.

Many thanks

[REDACTED]

[REDACTED]

Business Partner - Governance and Strategy

Available via Teams or email.

E [REDACTED]@gov.je<mailto:[REDACTED]@gov.je>

Government of Jersey

Cabinet Office | People and Corporate Services

19-21 Broad Street | St Helier | Jersey | JE2 3RR

From: [REDACTED]@gov.je>
To: Tom Walker <[REDACTED]@gov.je> [REDACTED]@gov.je>
Subject: RE: People & Corporate Services Retention Schedule
Date: Thursday, December 21, 2023 15:03 GMT

Hi [REDACTED]
Sorry my link attempt failed miserably so here we go again.
All signed and hopefully attached.
Thanks

From: Tom Walker <[REDACTED]@gov.je>
Sent: Thursday, December 21, 2023 2:50 PM
To: [REDACTED]@gov.je>
Cc: [REDACTED]@gov.je>
Subject: RE: People & Corporate Services Retention Schedule

[Duplicate emails removed]

From: Tom Walker <T.Walker@gov.je>
To: [REDACTED]@gov.je>
Cc: [REDACTED]@gov.je>
Addressed To: T [REDACTED]@gov.je [REDACTED]@gov.je
Subject: RE: People & Corporate Services Retention Schedule
Date: Thursday, December 21, 2023 15:04 GMT

Thanks [REDACTED] - yes, once you've got an idea of how you'll be aiming to refine further in 2024, then let's get a slot so I can be updated and maybe also share a few thoughts.

Hope you have a good break - and thanks again for all your hard work [REDACTED] - appreciated.

Kind regards, Tom.

From: [REDACTED]@gov.je>
Sent: Thursday, December 21, 2023 3:01 PM
To: Tom Walker [REDACTED]@gov.je>
Cc: [REDACTED]@gov.je>
Subject: RE: People & Corporate Services Retention Schedule

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[REDACTED]

[REDACTED]

[REDACTED]

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Sent: Thursday, December 21, 2023 2:50 PM
To: [REDACTED]@gov.je<mailto:[REDACTED]@gov.je>>
Cc: [REDACTED]@gov.je<mailto:[REDACTED]@gov.je>>
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Kind regards, Tom.

Tom Walker
Assistant Chief Executive Officer

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Mobile +44 [REDACTED]

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[cid:image001.jpg@01DA341F.09BB6EC0]

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[REDACTED]

[REDACTED]

Business Partner - Governance and Strategy

Available via Teams or email.

E Mail: [REDACTED]

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OUR VALUES: WE ARE RESPECTFUL WE ARE BETTER TOGETHER
WE ARE ALWAYS IMPROVING WE ARE CUSTOMER FOCUSED WE DELIVER

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[A picture containing shape Description automatically generated]

I may send emails outside of normal working hours. A response outside of your normal working hours is not expected

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