

**Children, Young People, Education and Skills  
RETENTION SCHEDULE FOR JERSEY LIBRARY**

**(whatever their format – paper or electronic)**

**April 2023**

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 Jersey Library.

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: 2024

<b>File Title</b>	<b>Retention at CYPES</b>	<b>Action by CYPES</b>	<b>Notes</b>
Annual Report	Indefinite	Transfer to Jersey Archive on production	Archive
Library Position Statement and Improvement Plan	Indefinite	Transfer to Jersey Archive on production	Archive
Library Action Plan	Indefinite	Transfer to Jersey Archive on production	Archive
Correspondence	3 years	Destroy if no longer relevant	None
Library Management Team Minutes	Current year	Transfer to Jersey Archive	Archive
Internal Staff Meetings	Current year	Destroy	None


Capita Talis Database	Indefinite	Destroy as follows: Records with no copies attached are deleted. Customer Database is added to and inactive records deleted. Refer to deletion policies for different groups of readers which are in place	None
Indexes, including JEP	Indefinite	Update on regular basis	None
Schemes and Developments – Background files	5 years	Transfer to Jersey Archive	Archive
Marketing Materials and Literature for all Jersey Library events, promotions and competitions (e.g.) flyers, leaflets and posters	3 years	Transfer one copy to Jersey Archive on production	Archive
Photographs of building and staff	Indefinite	Digital selection to Jersey Archive showing overview of events	Archive
Jersey Library Publications and Brochures	3 years	Transfer one copy to Jersey Archive on production	Archive
Internal promotional posters	Whilst active	Destroy once superseded	None
Press Releases	3 years	Transfer one copy to Jersey Archive on production	Archive
Reference Booking Sheet	3 months	Destroy	None
Summer Reading Challenge Reader Cards	1 year	Destroy	None
Visitor Membership Cards	1 year	Destroy	None
Registration Cards	3 years	Destroy	None
Teacher Topic Requests	3 years	Destroy	None

<b>General Records – <a href="#">Refer to Generic Retention Schedule for CYPES</a></b>
<b>Finance Records – Refer to GoJ <a href="#">Public Finances Manual, Supporting Documents, Retention of Financial Documents</a></b>
<b>Personnel Records – Refer to Generic GoJ HR Retention Schedule</b>
<b>Health and Safety - Refer to Generic GoJ Health and Safety Retention Schedule</b>

**APPROVED AND SIGNED BY CYPES:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Alexa Munn		Head of Governance	14/04/2023

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Linda Romeril		Archives and Collections Director, Jersey Heritage	27/07/2023