Customer and Local Services Retention periods for information processed by the **Contributions Tier 1**			
Records	**Retention Period**	**Action by Department**	**Action by Jersey Archive**
Contributions email inbox	<u>One month</u> once actioned or responded to	Deleted from inbox (Done folders)	None
Direct Debit forms	Form is scanned and saved on customers Nessie record	Paper form is destroyed	None
DASH - Online applications for MWE, N election and LICR	Application is scanned to information systems and held in DASH for 6 months	Destroy	None
Historic Contributions Microfiche	Whilst In Use	Sent to JA when no longer in use	Archive

Last reviewed November 2023