

Office of the Chief Executive – Freedom of Information Unit

Retention Schedule

September 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 Freedom of Information Unit.

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 five years.

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 ten years should be actioned in January 2020.

Freedom of Information				
File type	Retention period	Action to be taken	Action by Jersey Archive	Notes
Policies, protocols and guidance	Retain until superseded	Transfer copy of each and any significant updates to Jersey Archive annually	Archive	
Legal (Advice about the law, correspondence with Law Officers' Department; drafting of legislation;	5 years	Destroy	Archive	Jersey Archive will receive advice files from Law Officers'

interpretation.)				Department
Requests	10 years	Transfer final response pdfs monthly to Jersey Archive.	Archive	
Management Information	10 years	Transfer copy of each and any significant updates annually to Jersey Archive Transfer copies of monthly statistics monthly to Jersey Archive	Archive	Reports, statistics, policies

Additional retention details for FOI held on the Generic Retention Schedule for Public Interactions with Departments/Public Authorities

Freedom of Information (Jersey) Law 2011				
Requests and responses	10 years	Destroy*		Jersey Archive to receive final response documents from Central FOI Unit

* In cases of high public interest, review on a case by case basis at departmental level. Transfer any files of significantly high public interest to Jersey Archive.

CEO – Freedom of Information Unit	Schedule Approved and Signed	Date
JA - Archives and Collections Director	Schedule Approved and Signed	Date
Linda Romeril		05/09/2019