

Department for the Economy
Retention Schedule

May 2022

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 Department for the Economy.

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: January 2026

Record Type Title	Retention by DE (Unit)	Retention by DE (Number of Units)	Action by Department	Notes
Governance and Administration				
<u>Governance Documentation</u> – Governance framework, Minutes of Meetings, Risk register, Asset register, Exemptions/Breaches, information, Non-disclosure Agreements, Business Continuity plans	Years	5	Transfer to Jersey Archive	
<u>Meetings – Department Leadership Team (DLT) and Department Management Team (DMT)</u> – agendas, papers and minutes	Years	5	Transfer to Jersey Archive	

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<u>Meetings - Other (e.g., Directorate, Team meetings, External Project Meetings)</u> – agendas, papers, and minutes.	Years	5	Transfer to Jersey Archive	
<u>Correspondence: Director General and Directors</u> – letters, emails. May include correspondence with partners and stakeholders relating to decisions and legislative development.	Years	5	Transfer to Jersey Archive	Sensitive / confidential information to include the instruction 'close for 100 years'.
<u>Correspondence: other staff</u> - letters, emails. May include correspondence with partners and stakeholders relating to decisions and legislative development.	Years	5	Destroy	On the assumption that any significant correspondence is saved in project file.
<u>Finance</u> - budgets, invoices (Supply Jersey) and purchase card transaction reports.	Refer to Public Finances Manual Supporting Documents for specific retention periods			
<u>Human Resources including People related information and Reporting on People Services</u> , – Reporting on People Services, e.g., CVs of employees, salary details, reference checks, etc.,	Refer to Generic P&CS Personnel schedule for specific retention periods	Between 6-100 years		

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<u>Information requests</u> - Freedom of Information, Subject Access Requests and responses.	Years	5	Destroy	On assumption that Jersey Archive will receive copies from FOI unit and ICO.
<u>Ministerial briefing documents:</u> Papers for private briefings Scrutiny, Comptroller & Auditor General, Public Accounts Committee or Questions Without Notice.	Years	5	Destroy	Will be sent to Jersey Archive by Ministerial Support Unit.
<u>Reports and reviews</u> – final and/or published reports and reviews, including annual internal and external reports and audits.	Years	5	Transfer to Jersey Archive	
<u>Statistics</u> – Analysis of economic and social statistics to include spreadsheets holding analysis of economic and social statistics data that is available from Statistics Jersey, e.g. agricultural statistics on crops and land rented.	Years	10	Transfer to Jersey Archive, except for material that is available from Statistics Jersey.	
Arm's Length Organisations, and Grants				
<u>Arm's Length Organisations: Governance documents, e.g. Visit Jersey</u> Documents related to, e.g., Visit Jersey and its relationship with the Government - Funding agreement, Reporting	Years	5	Transfer Service Level Agreements, Funding Agreements, Reporting Requirements, Partnership Agreements, Board Minutes, Annual Reports, and	

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requirements, Partnership agreements, quarterly financial statements, Board minutes, grant assurance statements, business plans, Management representation letters, ISA 260, Annual Reports, staffing and appointments and recruitment information.			Business plans to Jersey Archive –	
JCRA documents Original letters of appointment of JCRA non-executive members, to include documents related to JCRA non-executive recruitment	Years	10	Transfer to Jersey Archive	
Competition Policy – Competition framework and functioning of markets related information, e.g., JCRA, JFSC, other Arm's Length Organisations etc.	Years	5	Transfer to Jersey Archive	Department to retain a copy, if necessary, for business continuity purposes.
Communication and Publicity				
Promotion, Publicity, Communication – Photographs, leaflets, publicity material, press releases, briefings, communication plans, websites and social media feeds.	Copy to Jersey Archive on production		Transfer to Jersey Archive	For websites and social media, contact Jersey Archive to arrange for these to be crawled.

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Consultants, Suppliers, Contracts				
<p><u>Consultant and contractor/supplier information</u> – Contracts, Service Level Agreements, Deliverables and communication information, scoping, tender documentation, individual contractor details, CV's, contact and remuneration.</p>	Years	5	<p>Transfer contracts, reports, Service Level Agreements scoping and tender documentation to Jersey Archive.</p> <p>Destroy individual contractor details, including eg, CVs, contact and remuneration.</p>	<p>Refer to Generic Contracts Retention Schedule for more detail.</p>
<p><u>Consultation, responses and engagement</u> – Consultation documents, public consultations and targeted engagement. Responses including confidential responses, notes and agendas on meetings. Feedback from formal and informal consultation exercises and focus groups. Consultation responses designed to develop Jersey's legislative regime. May include national security sensitive information provided as part of the consultation.</p>	Years	5	<p>Transfer final reports and formal minutes of meetings to Jersey Archive.</p> <p>Destroy individual responses to public consultation on assumption that Jersey Archive receives the final report/publication referenced above.</p>	<p>Department to retain a copy, if necessary, for business continuity purposes.</p>

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Law and Policy				
<p><u>Law Drafting, including instructions</u> – Law drafting instructions, and project files designed to develop Jersey’s legislative regime.</p>	Years	5	Transfer to Jersey Archive	On the assumption that the departmental file is a more complete record than that held by the Law Drafting Team; Department to retain a copy, if necessary, for business continuity purposes.
<p><u>Policy, and Strategy</u> – briefing papers for Ministers and Scrutiny. Papers for governance, ministerial, steering and working groups. Minutes of meetings. Research, Surveys, and project files. Policy documents designed to develop Jersey’s legislative regime. Strategies and policies approved by the Ministers/States Assembly. Final Policy Strategy and business planning documents.</p>	Years	5	Transfer to Jersey Archive	<p>To include: policy in development, eg, Cybersecurity; Department to retain a copy. if necessary. for business continuity purposes.</p> <p>These records may be classified as sensitive or contain confidential elements.</p>
<p><u>Project files</u> – Correspondence and working papers regarding annual projects, e.g. income forecasting for budgets and one-off projects.</p>	Years	5	Transfer to Jersey Archive	

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<p><u>Shipping and maritime information (Specific to Jersey -</u> Paper copies of historical shipping and maritime policy document and information relating to agreements with third parties.</p>	Years	5	Transfer to Jersey Archive	Jersey Archive does not need copies of legislation etc. from other jurisdictions.
<p><u>Statutory documents</u> – Documents relating to ministers’ statutory responsibilities, e.g., aircraft registration or rural economy information.</p>	Years	5	Transfer to Jersey Archive	
<u>Stakeholders</u>				
<p><u>Stakeholder Communications and information</u> – communications records, agendas, minutes of meetings, draft trade agreements, policy documents, and commercially or market sensitive information regarding local and international stakeholders, including the UK government, UK bodies and regulators, EU bodies and regulations, and other CDs and other international government bodies.</p>	Years	5	Transfer to Jersey Archive	

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<u>Stakeholder contact details</u> – stakeholders (including those involved in public consultations) via email, plus details required to identify and serve notice on the owners of potential heritage assets.	Years	5	Destroy	
Economics				
<u>Analysis of Treasury and revenue data</u> – spreadsheets holding analysis of treasury and revenue data to support fiscal forecast and revenue measures.	Years	5	None	Jersey Archive to take from Treasury and Resources.
<u>Economic Advice on Government Policy</u> – Advice on policies with Government departments (e.g., Education, Ports, Tax and Benefits).	Years	5	Transfer to Jersey Archive	
<u>Economic Analysis and advice on Budget measures</u> – Static and dynamic analysis of budget measures including economic and revenue effects.	Years	5	Destroy	Jersey Archive to take from Treasury and Resources.
<u>Economic and fiscal forecasts</u> – Fiscal Policy Panel economic forecasts and revenue forecasts with Income Forecasting Group (IFG).	Years	5	Transfer to Jersey Archive	

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<u>Government fiscal policy</u> – Economic advice on the structural and cyclical budget deficit and fiscal sustainability.	Years	5	Transfer to Jersey Archive	
<u>Registered Intellectual Property rights policy and legislation development</u> – Industrial property rights – Patents, Trade Marks, Registered Designs, related international conventions.	Years	5	Transfer to Jersey Archive	Department to retain a copy, if necessary, for business continuity purposes.
<u>Unregistered Intellectual Property Rights policy and legislation development</u> - copyright and the related rights and related international conventions.	Years	5	Transfer to Jersey Archive	Department to retain a copy, if necessary, for business continuity purposes.
Financial Crime				
<u>Details of financial institutions and other regulated bodies</u> – information concerning risk in respect of financial crime of local institutions – predominately held and used to carry out national level risk assessments, e.g., Jersey Financial Services Commission.	Years	5	Transfer to Jersey Archive	Sensitive / confidential information to include the instruction 'close for 100 years'.

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<u>Enforcement and prosecution details</u> – information disclosed to the department to continue to evaluate the effectiveness of our regime in Jersey for prosecution and enforcement of financial crime matters.	Years	5	Transfer to Jersey Archive	Sensitive / confidential information to include the instruction 'close for 100 years'.
<u>Information on compliance with international standards</u> – Jersey continues to analyse the effectiveness of its regime against standards set by the FATF (Financial Action Task Force) and the EU (European Union). These documents continue to examine that effectiveness. Documents that are also held from the FATF and MONEYVAL on compliance of other countries.	Years	5	Transfer Final Reports to Jersey Archive	
<u>Perform Project Management Data</u> – Information on the continued delivery of financial crime projects is kept on the Perform application for delivery to relevant political and executive level groups.	Years	5	Transfer reports produced as a result of data to Jersey Archive	

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Innovation Fund				
<u>Bankruptcies</u> – information on individual companies that borrowed from the fund and have become subject to insolvency.	Years	5	Transfer to Jersey Archive	
<u>Monthly/Quarterly accounts of live Innovation Fund recipients</u> – financial reports of individual companies that borrowed from the Jersey Innovation Fund.	Years	5	Transfer to Jersey Archive	
Local Economy				
<u>Customer Information</u> - potential inward investment information, list of customers in receipt of grants/subsidies, information on customers applying for licences, information related to customers applying for high value residency, information related to ongoing relationship with customers.	Years	5 -successful business applications; 10 - successful HVR; 1 - unsuccessful (1 year from refusal)	Destroy	Check High Value Residency Schedule for comparison.

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Cyber Emergency Response Team (CERT)				
<u>Vulnerability Information</u>	Varies	Varies	Destroy	Operational data in these categories is processed independently and will be retained within CERT and not available to Department for the Economy.
<u>Event Data</u>	Varies	Varies	Destroy	
<u>Incident Information</u>	Varies	Varies	Destroy	
<u>Threat Intelligence</u>	Varies	Varies	Destroy	
<u>Forensic Data</u>	Varies	Varies	Destroy	
<u>Public Disclosures</u>	Varies	Varies	Destroy	Specific retention periods cannot be determined as information will be retained as long as necessary and then destroyed.
<u>Internal Analysis</u>	Varies	Varies	Varies	
<u>Governance</u> Document s related to the Governance of CERT and its relationship with the Government - Funding agreement, Reporting requirements, Partnership agreements, Service Level Agreement, quarterly financial statements, Board minutes, grant assurance statements, business plans, Management representation letters, ISA 260, Annual Reports, staffing and appointments and recruitment information.	Years	5	Transfer to Jersey Archive	

Records which may be routinely destroyed:

- Meeting arrangements organisation and administration thereof including acceptances rejections etc.;
- Duplicate documents e.g. c.c. and for information copies;
- Drafts and working papers leading to an official document;
- Publications reference materials, circulars newsletters received;
- Distribution lists;
- Internal States emails originated by others;
- Incoming emails to a group where the holder is not the policy work area owner.

What employment records can be destroyed? Routine operational things like annual leave arrangements for example, training courses, conferences learning materials? Performance reviews other than those related to disciplinary procedures leading to dismissal etc.

Casual or informal communications and routine matters of an administrative / operational nature.

There may be other categories but defining these could assist and simplify destruction decisions.

APPROVED AND SIGNED ON BEHALF OF THE DEPARTMENT FOR THE ECONOMY BY:

Name	Signature	Position	Date
Richard Corrigan		Director General	16/05/2022

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	17/05/2022