

Department of the Environment

Corporate Operations

Retention Schedule

[Updated September 2015]

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 Corporate Operations.

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: September 2020**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Corporate Operations				
Working Groups: Agendas, minutes, project docs, backgroups papers, reports, etc.	5 years after group no longer exists or project completed	Send overview of projects to Archive	Archive project overview docs	
Departmental Reviews (PIP, POSE, ENF) Agendas, minutes, project docs, backgroups papers, reports, etc.	5 years after recommendations have been implemented	Weed and send overview documents / reports to Archive	Weed and Archive	
SOJ Initiatives (Eco States, Lean, E-Gov) : Agendas, minutes, project docs, backgroups papers, reports, etc.	5 years after programme complete / Review every 5 years	Weed and Destroy docs no longer used.	None	
Finance: working budget sheets, general invoices, purchase cards transaction docs	review annually (keep one full year)	destroy	None	All documents also held by Finance or in JDE
Finance: receipt / pay-in books	10 years	Pass to Finance to be securely incinerated.	None	
Laws and Orders: draft docs, orders, law draftsmen	6 months after superseded - review with	Transfer to Archive	Archive	All held on Jersey Legal

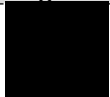
advice and associated correspondence	Archive at time of disposal			Information Board Website
Staff info (permanent): appraisals, meetings, sickness, training, payroll, CPD	1 year after leaving	pass to HR / destroy	None	
Staff info (temporary): students, agency, trident, incl time sheets, expenses, fees	6 months after leaving	pass to HR / destroy	None	
Staff and departmental events: low/medium level events: bookings, catering, travel, risk assessments (Movember, Dragon Boat, Christmas Parties, Swimathon etc....)	2 years	Destroy	None	
Staff and departmental events: high profile events bookings, catering, travel, risk assessments (high profile events, images, publications, video footage, TV appearances, royal visit, etc.)	2 years	Weed and Archive	Archive	
Staff H Drive: personal H/user folders (electronic data)	6 months after leaving	Destroy	None	
Health and Safety: polices, risk ass, accident reports, meetings, audits (excluding public H&S)	Refer to SOJ Corporate H&S Retention Schedule	Action as per SOJ Corporate Policy	None	
Public Health: Policies, risk ass, accident reports, meetings, audits (excluding staff)	Refer to SOJ Corporate H&S Retention Schedule	Action as per SOJ Corporate Policy	None	
Generic User Guides (Crown, phone, etc.) : systems, processes, 'how to' docs, etc.	1 year after guide no longer required.	Destroy	None	
Information Security: security advice, new user forms, systems info, user guides	2 years for security forms. 1 year after superseded for advice, guides, etc.	offer to I.T / destroy	None	
Data Requests: data protection, freedom of information requests, associated correspondence	10 Years	Ensure regularly asked for information published to website. Destroy rest, Archive DP register	Archive copy of Data Access Requests register	
Complaints (service) : complaint letters,	10 years after complaint resolved	Archive complaints register, and	Archive complaints register, and	

investigations, responses, etc.		high profile/public sector complaints, destroy remainder	high profile/public sector complaints, destroy remainder	
Generic Templates: comp slips, bus cards, letter templates, labels, order forms, media	Review annually	destroy out of date items	None	
Management Items				
Meetings: meeting agendas, minutes, discussion documents	5 years	Archive	Archive	
Strategy and Business: business planning, reports, risk registers, business continuity background papers, associated correspondence	5 years	High level business planning to Jersey Archive	Weed and Archive	
Scrutiny: reports, background papers, associated correspondence	3 years	Destroy	None	Final doc Kept by Greffe
Media: news releases, articles, statements, drafts, final docs, associated reports, background docs	3 years	Archive anything not sent though SOJ Communications Unit	Weed and Archive	Copies kept on SOJ Website
Reports: reports, publications, incl drafts, background papers	10 years	Weed and Archive	Archive	
Finance: – capital project spends, data, correspondence	5 years	offer to finance / destroy	None	All documents also held by Finance
CEO general Correspondence	10 years	Archive CEO correspondence that is not part of BAU function	Archive	CEO correspondence that is part of BAU functions will be filed on corp systems and subject to retention of those specific records
Ministerial items				
Briefing documents: documents, reports, presentations and associated correspondence	5 years	Reports and presentations to Archive. Destroy remainder	Archive	
Ministerial Decisions: summary, decisions, reports and associated correspondence and documents	6 months after published on web	Destroy	None	All Signed MD's held by States Greffe and are on live link and SOJ Website


Delegations: delegation agreements and code of practice	6 months after superseded	Destroy	None	All passed through as MD's and held by States Greffe, on SOJ Website and department intranet
Meetings: in house meetings, agendas and minutes, discussion documents	5 Years	Weed and Archive	Weed and Archive	
Propositions: - COM forthcoming business, draft comments, etc...	1 Year after debate	Destroy	None	Final doc Kept by Greffe
States Questions: questions, answers, associated reports etc.	5 years	Destroy	None	Final doc Kept by Greffe
Advisory groups: Terms of reference, formal minutes and agendas	5 years after group no longer exists or project completed	Send terms of reference and formal minutes to Archive. Destroy remainder	Archive	
Ministerial general correspondence (department related only)	10 years	Archive Minister correspondence that is not part of BAU function	Archive	Minister correspondence that is part of BAU functions will be filed on corp systems and subject to retention of those specific records
Bookings, contracts and utilities				
Bookings: accommodation, travel, meals and entertainment – bookings, and general correspondence	6 months after event taken place or payment made	destroy	None	All documents also held by Finance
Facilities: – ie building grounds and equipment maintenance incl repairs, general maintenance, contractors, utilities invoices etc...	3 Years	offer to property holdings / destroy	None	
Lease cars: general correspondence and associated documents (excluding copy driving licences)	1 year after expiry of lease	Destroy	None	
Managed print: call outs, toner replacement requests, general correspondence	1 year	Destroy	None	
Telephones: mobile and land lines (purchase, scripts, general correspondence)	2 years	Delete out of date scripts. Destroy monthly	None	

		billings and old correspondence		
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APPROVED AND SIGNED ON BEHALF OF CORPORATE OPERATIONS BY:

Name	Signature	Position	Date
Andy Scate		Group Director, Growth, Housing and Environment	12.05.2015

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	04.09.2015