

Customer and Local Services

Retention periods for information processed by the **Pensions & Care Hub – Enforcement Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
Blank templates of all Fraud forms and statements	Retain whilst in use until superseded.	Transfer new or updated copies to Jersey Archive	Archive
Procedures (SOPS)	Retain whilst in use until superseded.	Transfer new or updated copies to Jersey Archive	Archive
Inspector Case files <ul style="list-style-type: none"> • Statements • Evidence • Transcriptions of IUC's • Prosecution reports 	Retain electronically on the L drive for duration of case. Also held in paper files. Destroy paper files after the case has closed. Delete electronic files after 6 years of case closing.	Delete	None
Recordings of Interviews Under Caution (IUC) - Computer Discs	Keep for 1 year after year end of case closure.	Destroy	None
Fraud Team Visits Register	Retained electronically on the L drive. Delete after 6 years.	Delete	None
Article 29/45/64 received	Retained electronically for 6 months in CLS inbox. Deleted immediately from individual emails and desktops.	Delete	None
Case Closure Register	Retained electronically on the L drive. Delete after 6 years.	Delete	None
Case Review Meetings Register	Retained electronically on the L drive. Delete after 6 years.	Delete	None

Determining Officer's Registers (DO's) from Fraud Register (IS, HZ, LTC, PZIS)	Retained electronically on the L drive. Delete after 6 years.	Delete	None
Interview under caution Register and Destruction Log	Retained electronically on the L drive. Delete 6 years after case closure.	Delete	None
Fraud Data base Note Deletion Log	Retained electronically on the L drive. Delete 6 years after case closure.	Delete	None
Prosecutions Referrals Log	Retained electronically on the L drive. Delete 6 years after case closure.	Delete	None
Pro-Active Overviews	Retained electronically on the L drive. Delete after 6 years. We have overviews outside the retention period which we want to keep for training purposes but will remove names of customers from these overviews.	Delete	None
Fraud Statistics/Download/Raw data	Retained electronically on the L drive. Delete after 6 years.	Delete	None
Risk sampling	Retained electronically on the L drive. Delete after 6 years.	Delete	None
Fraud Board Agenda and Minutes	Retained electronically on the L drive . Archive after 6 years.	Archive	Archive

Fraud Team Minutes	Retained electronically on the L drive . Archive after 6 years.	Archive	Archive
Production orders	Retained electronically on the L drive - Delete after 2 years.	Delete	None
Quarterly Risk report	Retained electronically on the L drive. Delete after 6 years.	Delete	None
Enforcement (benefit Fraud) FRF emails	Retained electronically for 6 years in the benefit fraud inbox.	Delete	None