

Infrastructure and Environment

Meteorology

Retention Schedule

[Updated March 2024]

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 Meteorology.

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: March 2029**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Climate Data	Indefinite	Pass copies to Archive on a 10 year cycle	Archive	Daily climate / weather recordings
Monthly media statistics	3 years	Transfer to Jersey Archive	Archive	Regular Weather figs sent to media
Press / Media Releases / Articles (via Comms Unit)	As per corporate retention schedule	As per corporate retention schedule	Archive	Copies of Press Releases kept on SoJ website for 10 yrs.
ISO9001 Documentation / Policies and Procedures	Documents 1 year after superseded QMS 5 years after superseded	Archive copies of policies and procedures		In line with Quality Management System
Staff Instructions	1 year after superseded	Archive high level instruction documents and sample internal staff comms		Internal staff communications
Forecasts and Warnings	12 months for paper copies. 10 years for electronic copy.	Destroy any paper copies. Archive electronic copies	None	An electronic archive is kept by system and routinely backed-up
Technical and Reference Documents	1 year after superseded	Ensure versions are kept up to date and	None	Published guidelines / IT systems


		superseded versions are destroyed		
Enquiries and associated responses (General incidents)	3 years	Destroy	None	General enquiries from public/other asking about weather conditions
Enquiries and associated responses (serious incidents)	10 years	Review and pass any incident data with high profile / public interest to Archive. Destroy remainder.	Archive copy of Data Access register or, transfer any incident that had high profile/public interest to Jersey Archive	General enquiries from public/police/ insurance companies etc. asking about weather conditions following serious incident
Published Research Project papers	10 years	Archive	Archive Jersey related project data	Published docs
Financial - Budgets/Actuals etc.	1 full annual cycle	Destroy	None	Documents held by Treasury
Weather Data (Modelling and non CI specific data)	2 days (auto system retention)	Destroy	None	System automatically overwrites old data every 2 days
CI Weather Radar Data	Indefinite	Retain electronically	None	
CI specific weather data (Observations)	Indefinite	Retain electronically	None	
Minutes / Agendas	5 years	Destroy	None	Internal staff meetings
Staff Rosters	5 years	Destroy	None	Keep old rosters for 5 years for reference purposes
Generic Templates: comp slips, bus cards, letter templates, labels, order forms, media	As per corporate retention schedule	As per corporate retention schedule	None	As per corporate retention schedule
Staff info - permanent (appraisals, disciplinary, sickness)	As per corporate retention schedule	As per corporate retention schedule	None	As per corporate retention schedule
Staff info - temporary (students, trident, agency, Inc. time sheets expenses, etc...)	As per corporate retention schedule	As per corporate retention schedule	None	As per corporate retention schedule

APPROVED AND SIGNED ON BEHALF OF METEOROLOGY BY:

Name	Signature	Position	Date
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William Peggie		Group Director, Natural Environment	20/03/2024
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APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	20/03/2024