

Department for Infrastructure

Directorate Level

Retention Schedule

[Updated January 2016]

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 Directorate Level.

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 2021**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Directors' Correspondence including email	End of Project plus 1 year	Review, weed for duplicates and transfer high level information to Jersey Archive	Archive	
All Staff – General Correspondence , including email	Retain until no longer required	Transfer relevant emails to project folders and delete low-level emails	Archive relevant project folders	Refer to SoJ email policy
Meeting Minutes	10 years	Transfer minutes of high-level/policy meetings to Jersey Archive Destroy low level meeting minutes/action points	Archive	Central Filing 52
Strategies & Reports - internal and consultants '	10 years	Transfer to Jersey Archive	Archive	

Annual Reports (where produced)	10 years	Copy to Jersey Archive on production	Archive	
Service Level Agreements	5 years after end date of SLA	Transfer copy of first SLA to Jersey Archive and any significant revisions	Archive	
Policies, Procedures and Form Templates	10 years	Transfer copy of each and significant updates to Jersey Archive	Archive	
Jersey Specific Guidelines and Reference Information	Retain until no longer required	Transfer copy of each to Jersey Archive	Archive	
Non-Jersey Specific Guidelines and Reference Information	10 years	Destroy	N/A	Central Filing 34, 44, 46, 58/1, 58/14/, 59
Photographs	10 years	Review with Jersey Archive and transfer small sample of historic interest	Archive	
Leaflets and Publicity Material	10 years	Transfer copy of each to Jersey Archive	Archive	
Press Releases	5 years	Transfer copy of press releases of high public- interest	Archive	
Enquiries, Complaints & Responses	10 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy	Archive	
Advice	Review annually	After 10 years, transfer to Jersey archive advice of high public-interest and that which leads to the making of, or changes in policy	Archive	

States of Jersey Manual Workers Joint Council – constitution and schedule of wages and working conditions	Until superseded	Destroy	N/A	Relevant material to be archived by States HR
Comments on Planning Applications	10 years	Destroy	N/A	Central Filing 35/14
Regulations and Orders	Retain until superseded	Destroy	N/A	
Newspaper cuttings daily JEP	10 years	Transfer to Jersey Archive	Archive	Central Filing 53
General Correspondence Files				
Departmental Correspondence files covering a variety of subjects	10 years	Review and transfer relevant material to Jersey Archive	Archive relevant material	Central Filing 44, 54,58,62,64
Cross Departmental Records				
All Financial Records	Please refer to Financial Direction 12.7			Central Filing 57
All HR and Training Records	Please refer to SoJ Personnel Retention Schedule			Central Filing 56
Health and Safety Records	Please refer to Generic Health and Safety Retention Schedule or Corporate H&S Manager			Central Filing 49, 50
Contracts	Please refer to Contracts Retention Schedule			Central Filing 51
Projects (Construction)	Please refer to Generic Construction Projects Retention Schedule			Central Filing 39/4, 39/6/3, 39/6/4
Projects (Non-construction)	Please refer to Generic Projects Retention Schedule			Central Filing Refs 2,3, 6, 7, 8, 13, 18, 25, 32, 36, 37, 38,39, 40, 41' 42, 43,
All Building Maintenance Records	Please refer to Maintenance Retention Schedule			Central Filing 31, 33
All Financial Records	Please refer to Financial Direction 12.7			Central Filing 57
All HR and Training Records	Please refer to SoJ Personnel Retention Schedule			Central Filing 56

Health and Safety Records	Please refer to Generic Health and Safety Retention Schedule or Corporate H&S Manager			Central Filing 49, 50
Contracts	Please refer to Contracts Retention Schedule			Central Filing 51

APPROVED AND SIGNED ON BEHALF OF DIRECTORATE LEVEL BY:

Name	Signature	Position	Date
John Rogers		Director General, Growth, Housing and Environment	08.01.2016

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	07.01.2016