

Statistics Jersey  
Retention Schedule  
September 2023

*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 Statistics Jersey.*

*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 2028

Record Type Title		Retention by Statistics Jersey	Action by Statistics Jersey	Notes
<b>Surveys and Reports</b>				
Statistical Reports		Current + 2 years	Transfer copy to Jersey Archive	<a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a> to be added to alerts when new report published
Completed survey return forms	annual business surveys	End of survey collection + 2 years	Destroy	Retention periods indicate maximum amount of time Statistics Jersey will retain survey forms. If they cease to be of business use before this time period they may be destroyed earlier
	quarterly business surveys	End of survey collection + 2 years		
	social survey	End of survey collection + 1 year		
	spending and income survey	End of survey collection + 1 year		
	housing needs survey	End of survey collection + 18 months		
Blank survey forms		Until final report published	Transfer example of each type to Jersey Archive	


Record Type Title	Retention by Statistics Jersey	Action by Statistics Jersey	Notes
Operational data collection paperwork e.g. income expenditure books	Until final report published	Destroy	
<b>Census</b>			
Census report	10 years	Transfer copy to Jersey Archive on publication	
Completed Census questionnaires (both paper and digital)	Until final report published	Transfer to Jersey Archive	
Census record books	Until final report published	Transfer one blank + small sample of completed to Jersey Archive	
Blank Census questionnaires	Until final report published	Transfer example of each type to Jersey Archive	
<b>Operational Records</b>			
Statistics User Group (SUG) minutes	Until published to website	Destroy	Jersey Archive to receive copy directly from SUG
Legislation, Codes of Practice and Guidance development – research and background papers	10 years	Destroy	Jersey Archive to receive from SPPP
<b>Correspondence</b>			
Chief Statistician's correspondence including email	5 years	Transfer whole mailbox to Jersey Archive at 5 yearly intervals or if postholder leaves  <b>Or</b> Transfer relevant correspondence e.g. that records decisions, changes in policy or is high profile into project/subject folders within departmental filing structure. Transfer these folders to Jersey Archive	How the Statistics and Census (Jersey) Law 2018 interacts with the Public Records (Jersey) Law 2002 with regards to transferring this information needs clarifying
All Staff – general correspondence, including email	Retain until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	

Record Type Title	Retention by Statistics Jersey	Action by Statistics Jersey	Notes
<b>Promotion and Publicity</b>			
Leaflets and Publicity Material	5 years	Transfer copy of each to Jersey Archive	
Press Releases	5 years	Jersey Archive to receive from Comms Unit	
Websites and Social Media feeds e.g. Statistics Jersey twitter feed	Constantly Updated	Jersey Archive to crawl using UK Web Archive	
<b>Interactions</b>			
Enquiries, Complaints & Responses	2 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy	
Advice	2 years	Transfer to Jersey Archive advice of high public-interest and that which leads to the making of, or changes in policy	


The following records are common across the majority of institutions and copies of these schedules are provided on MyStates.

All Financial Records	<b>Please refer to Public Finances Manual Supporting Documents – <a href="#">Retention of Financial Documents</a></b>
All HR and Training Records	<b>Please refer to GoJ Personnel Retention Schedule</b>
Health and Safety Records	<b>Please refer to Generic Health and Safety Retention Schedule</b>
Contracts	<b>Please refer to Contracts Retention Schedule</b>
Projects (Non-construction)	<b>Please refer to Generic Projects Retention Schedule</b>
All Building Maintenance Records	<b>Please refer to Maintenance Retention Schedule</b>

**APPROVED AND SIGNED ON BEHALF OF STATISTICS JERSEY BY:**

Name	Signature	Position	Date
Ian Cope		Chief Statistician	5 May 2023

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	18/09/2023