

EDD – LOCATE JERSEY & HIGH VALUE RESIDENCY

RETENTION SCHEDULE

April 2018

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 Locate Jersey and High Value Residency of the Economic Development Department.

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: 2023

Please note destruction dates should be calculated from the end date of the file, e.g. a file dated 2001 – 2009 and due for destruction after 10 years should be destroyed in January 2020.

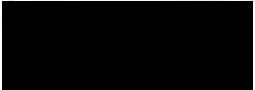
Series title	Retention at EDD	Action required by EDD	Action by Jersey Archive	Notes
Annual Review/Activity Plan (and Annual Report when produced)	5 years	Transfer one copy on production to Jersey Archive	Archive	
Blank Application Templates	Retain until superseded	Transfer one copy on production to Jersey Archive	Archive	
Files of successful applicants – Business	5 years (in line with review period)	Individual applications weeded for personal and special category data. File destroyed after retention period	n/a	Paper and electronic records. Weeded data to include; application form, CV, any other personal data
Files of successful applicants - HVR	3 years (in line with review period)	Individual applications weeded for personal and special category data. File destroyed after retention period	n/a	Paper and electronic records. Weeded data to include; passport copy/information, DBS or similar documents, CV, any other personal data
Files of unsuccessful applicants – Business	1 year	Individual applications	n/a	Paper and electronic

		weeded for personal and special category data. File destroyed after retention period		records. Weeded data to include; application form, CV, any other personal data
Files of unsuccessful applicants - HVR	1 year	Individual applications weeded for personal and special category data. File destroyed after retention period	n/a	Paper and electronic records. Weeded data to include; passport copy/information, DBS or similar documents, CV, any other personal data
External Consultants' reports	5 Years	Transfer to Jersey Archive	Archive	
Public/Client Consultation reports and results	3 years	Transfer to Jersey Archive	Archive	
Speeches at Public Events, e.g. Trade Delegations	1 year	Transfer sample of high profile speeches to Jersey Archive	Archive	
Photos of overseas trade visits, conferences and events	3 years	Digital selection to Jersey Archive showing overview of events	Archive	
Travel itineraries	Retain until travel completed	Destroy at year end		
Annual Statistics	5 years	Transfer to Jersey Archive	Archive	
Publications and newspaper supplements produced by Locate Jersey	3 years	Transfer one copy on production to Jersey Archive	Archive	
Marketing materials and literature	Retain until superseded	Transfer one copy on production to Jersey Archive	Archive	
Contracts/Procurement	10 years (please see SoJ Financial Direction 12.7)	Destroy	n/a	
EDD Policies and Processes	Retain until superseded	Transfer one copy on production to Jersey Archive	Archive	
Finance Records	Please refer to SoJ Financial Direction 12.7			
HR Records	Please refer to SoJ HR Retention Schedule			

APPROVED AND SIGNED ON BEHALF OF EDD BY:

Name	Signature:	Position:	Date:
WARREN SCOTT		DIRECTOR	23/04/18.

APPROVED AND SIGNED ON BEHALF OF JERSEY ARCHIVE:

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director	23/04/2018

