Viscount's Department

Records Retention and Disposal Schedule – JUNE 2026

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 the Viscount 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 annually. Date of next review: **Q4 - 2027**

Please note retention period dates should be calculated from the end date of the file, e.g. a file dated 2018 – 2019 and due for transfer to Jersey Archive, review or destruction after 10 years should be actioned in January 2029.

Note where Retention at the Viscount's is specified in years (1y, 3y etc.) from the date of an event the specified retention period will start from the end of the Calendar Year, or Financial Year for financial information, in which the date of the event occurs.

Record Types	Retention and Trigger events	Action by Viscount's	Action Archive	Notes
ENFORCEMENT - Jersey Archive reference: D/AV/A				
Order of Justice - Summons (Service of legal process)	As necessary for operations	Destroy - after 3 years		
Court Enforcement - Acts of Court - Judgements	As necessary for operations then destroy after 10 years of debt being paid			Copy held at Greffe
Court Enforcement - Acts of Court - Arrest orders	3 years post enforcement then destroy			Copy held at Greffe

Record Types	Retention and Trigger events	Action by Viscount's	Action Archive	Notes
Court Enforcement - Young Offenders	3 years post enforcement then destroy			Copy held at Greffe
Court Enforcement - Confiscation Orders	As necessary for operations and then 10 years post enforcement then destroy			Copy held at Greffe
Court Enforcement - Charge Sheets	3 years post enforcement then destroy			Copy held at Greffe
Acts of Court - Alimony Cases	Retain 10 years post the completion of the settlement and then destroy			Copy held at Greffe
FTA / Parking Orders	3 years post enforcement then destroy	Destroy		
Affidavits (Record of service)	3 years post enforcement then destroy	Destroy		Samedi holds original
Assizes (Jury List) Assizes (Copy of Indictment original with the Court)	3 years from the tirage	Destroy		Copy held at the Greffe with Act of Court
Compensation Orders	3 years post enforcement then destroy	Destroy		Copy held at Greffe
Records of Service	Retain for 3 years and then destroy	Destroy		

Record Types	Retention and Trigger events	Action by Viscount's	Action Archive	Notes
Records of Service Register	As necessary for operations and reporting purposes then destroy			
Static Digital Images	Static digital images - retain for 1 year unless the image is required for a court case or investigation	Destroy		
Bodycams	28 days standard period of retention unless tagged as evidence	Destroy		
CCTV records	31 days unless tagged as evidence	Destroy - automated system overwrite		
Saisie Judiciaries – Proceeds of Crime	20Y from order ceases to be operative	***Transfer all files to Jersey Archive***	Archive	Article 20(1) of PR (J) L 2002 FOI (26) confidential disclosures risk - Close files for 75 years post the closure
Wage Arrest	When the debt is cleared	Destroy		
General administration records	As necessary for operations and reporting purposes then destroy	Destroy		
Passport and ID records	As necessary for operational and reporting purposes then destroy			

Record Types	Retention and Trigger events	Action by Viscount's	Action Archive	Notes
Court Enforcement Manual	Retained as necessary to operations. Copy of Manual to be provided once every 10 years as a snap shot	***Download a copy of the manual retain for 10 years and then transfer to Archive***	Archive	Closed records for 30 years

DESASTRE - D/AV/D - Jersey Archive Reference				
Désastres files including core corporate records Corporate bankruptcy (Désastres) files that the Viscount have created whilst dealing with matter and those of the liquidating entity	10Y	***Selection to Jersey Archive****	Archive Selection	Article 20(1) of PR (J) L 2002 FOI (26) confidential disclosures risk during investigation and actions Close files for 75 years post the closure
Personal Bankruptcy	10 Years following discharge	Destroy		
Comity Application or Article 49	As necessary for operations	Destroy		
Admin General - Annual report / Business Plan / Stats	As necessary for operations	Destroy		Hard Copy – Electronic Backed up.
Admin Financial - Accounts/Costs/ Financial Records	As necessary for operations	Destroy; No retention longer than 10Y post closure. In accordance with Finance Manual		Accounting Records must be forwarded to finance at the time of creation; copies may be retained in the department as long as necessary for local management.

Record Types	Retention and Trigger events	Action by Viscount's	Action Archive	Notes
Liquidator Complaints	10 years post completion of complaint investigation	***Transfer all to Archive***	Archive	Article 20(1) of PR (J) L 2002 Article 26 of the FOI closed for 75 years post closure of the file
Remise De Biens	10 years post completion of the matter	***Transfer all to Archive***		Article 20(1) of PR (J) L 2002 Article 26 of the FOI closed for 75 years post closure of the file

DELEGATES				
Delegate case files (including accounts)	10Y post closure or transfer	***Selection to Jersey Archive****	Selection to Archive*	Re Jersey Archive - Article 20(1) of PR (J) L 2002 Article 26 of the FOI closed for 75 years post closure
Delegate Manual	Retained as necessary to operations. Copy of Manual to be provided once every 10 years as a snap shot	***Download a copy of the manual retain for 10 years and then transfer to Archive***		Closed records for 30 years
Delegate Complaints	10 years post completion of complaint investigation	***Selection to Archive***	**Selection to Archive***	Article 20(1) of PR (J) L 2002 Article 26 of the FOI closed for 75 years post closure
Vue De Vicomte	10 years post the matter closing	***Transfer original to archive***	Original to Archive	Article 20(1) of PR (J) L 2002 -closed for 75 years post matter closing FOI - Article 24
Rejected Cases	Three years post the date of rejection	*Destroy*		

Record Types	Retention and Trigger events	Action by Viscount's	Action Archive	Notes
CORONER - D/AV/C - Jersey Archive Reference				
Sudden Deaths / Inquest / Post-mortem Examination [Original]	10Y	***Transfer to Jersey Archive – scan, retain electronic copy***	Archive	Closed: Art 24 exemption for 100Y, Article 19 (2) FOI Law (2011 Jersey).
Scanned – Sudden Deaths / Inquest / post- mortem Examination [Copy]	As necessary for operations	Destroy		
Documentation on Historic Remains	20Y	***Transfer to Jersey Archive***	Archive	Article 20(1) of PR (J) L 2002; Closed: Art 24 exemption for 100Y, Article 19 (2) FOI Law (2011 Jersey).
Exhumations	20Y	***Transfer to Jersey Archive***	Archive	Article 20(1) of PR (J) L 2002; Closed: Art 24 exemption for 100Y, Article 19 (2) FOI Law (2011 Jersey).
Coroners Listings / Viscount's notebook + Hard copy for verdict	5Y from when Books full	***Transfer to Jersey Archive***	Archive	Closed: Art 24 exemption for 100Y, Article 19 (2) FOI Law (2011 Jersey).

Court Services - D/AV/B Assize records - Jersey Archive Reference				
States Elections	6 months post election result	Destroy		Hard Copy
Court Cost Exemption Certificates and related correspondence	12 months	Destroy		
Jury Exemptions	12 months	Destroy		

Record Types	Retention and Trigger events	Action by Viscount's	Action Archive	Notes
Administration - D/AV/G Administration - Jersey Archive Reference				
Low level Correspondence	FY+6Y	Destroy		Correspondence records relating to operations. Retained for a period to not exceed limitation period
Department Health & Safety Records - Policy documents	Retain until updated	Destroy		
Department Health and Safety Records - Risk Assessments	5 years after review/update	Destroy		
Evidence in Writing	Retain for 10Y post the date evidence taken	Destroy		
General Administration – Annual Report/Business Plan/Stats	As necessary for operations	Destroy		Hard Copy – Electronic Backed up.
Financial Administration -Accounts / Invoices / Financial Records	As necessary for operations	Destroy; No retention longer than 10Y post closure. In accordance with Finance Manual		Accounting Records must be forwarded to finance at the time of creation; copies may be retained in the department as long as necessary for local management.
Department Records - Jersey Archive reference: D/AV/G				
Administration Personnel	As necessary for operations	Destroy; No retention once employee leaves section		Personnel Records information must be passed onto HR at the time of creation; copies may be retained in the department as long as necessary for local management

Record Types	Retention and Trigger events	Action by Viscount's	Action Archive	Notes
Subject Access Request Information Subject Access Request Response Letters and Spreadsheet	One year post response/resolution 10 Years	Destroy		
Freedom of Information Requests Freedom of Information Final Response/Internal reviews and JOIC related matters	Two years post response Ten years	Destroy		
Teams Chat	21 days - automated system driven deletion	Destroy		Covers all data under the Chat icon in Microsoft Teams - includes any chats that have taken place within meetings and individual chats.

*A sample of records will be transferred to the Archive Records. The selection should consist of cases which illustrate the changing nature of legislative, social and cultural history in the Island and will also consist of files concerning high profile cases with a strong public interest. Cases will be selected by Viscount's Department staff in consultation with Jersey Archive.
All files not selected for permanent retention as archives will be destroyed confidentially in accordance with this retention schedule.

Approved by the Viscount and Jersey Archive :

Signed by Jersey Archive: _____

Name (print name) : Linda Romeril Date: 16/06/2026

Signed by the Viscount: _____

Name (print name) : Mark Harris, Viscount Date: 15/06/2026