Judicial Greffe Records Retention and Disposal Schedule – September 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 Judicial Greffe department of the Court Service.
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 no longer than every 5 years and updated as necessary. Date of next scheduled review: 2031

Please note retention period dates should be calculated from the end date of the file, e.g. a file dated 2010 – 2019 and due for transfer to Jersey Archive, review or destruction after 10 years should be actioned in January 2030.
Where Retention at Greffe 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 and the administration of that can take up to a year.

Records in Series				
Magistrate's Remand Court and Youth Court	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
Acts of Court, Court directions, Court Hearing Records	10Y from date of Act, direction or conclusion	1Y	Transfer original to Jersey Archive. Retain electronic copy Closed 100 years.	Article 20(1) of the Public Records (Jersey) Law 2002
Evidence, Reports for Sentencing	8D from completion of case	1Y	Return evidence to States of Jersey Police	7-day retention.
Psychological reports for all cases	6Y	1Y	Destroy report copies held	

Appeals to the Royal Court	1Y from Notice of Appeal	1Y	Destroy	Becomes part of Royal Court file
Arrest Order – Parking Non-Parking	5Y from date of Order No limit	1Y	Under review Retain until arrested	Arrest Orders become part of the Daily Court Check List so are scanned and retained as per the Charge sheet. Original with Viscount's Department
Probation Orders	5Y from when Order ceases or ceased to have effect	1Y	Destroy	Article 3 of Rehabilitation of Offenders (J) Law 2001 – Rehabilitation period for a Probation Order: Person aged 18 or more: 5 years from the conviction date
Attendance Centre Orders	1Y from Order ceases or ceased to have effect	1Y	Destroy	Article 3 of Rehabilitation of Offenders (J) Law 2001 – Rehabilitation period for an Attendance Centre Order: The period beginning with the conviction date and ending one year after the date on which the Attendance Centre order ceases or ceased to have effect.
Binding over order	1Y from Order ceases or ceased to have effect	1Y	Destroy	Article 3 of Rehabilitation of Offenders (J) Law 2001 – Rehabilitation period for a Binding Over Order: Whichever is the longer of one year from the conviction date or the period beginning with that date and ending when the binding over order ceases or ceased to have effect.
Community Service Order	3Y from Order ceasing to be operative	1Y	Destroy	
Other orders: BOTLI (Binding Over to Leave the Island) Harassment Order Exclusion Order Driving Disqualification Order Driving Endorsement Order Early Return (Driving Licences) Order	3Y from Order ceasing to be operative	1Y	Destroy	
Taxation of Cost Files	10Y from date of settlement	1Y	Retain Judgment, decisions and skeleton	

			arguments (Forms 1 & 2) indefinitely. Transfer Decisions and Judgment to Jersey Archive and destroy remainder of file.	
Daily Court List	1 day	1Y	Destroy	
Court scheduling allocation plans	3 years	1Y	Destroy	
Petty Debts Court	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
Petty Debts Court List	10Y	1Y	Transfer to Jersey Archive.	Customary limit for enforcement of Court judgments for debt is 10y
Petty Debts Court Acts of Court and any judgment	10Y after final decision	1Y	Retain and transfer copy of original to Jersey Archive	Customary limit for enforcement of Court judgments for debt is 10y (Original acts/ judgments given to parties).
Petty Debts Court Notes of Evidence	1Y after final decision including appeals	1Y	Destroy copies. Selection of originals to Archive*	*5% selection of interesting or unusual cases
Petty Debts Court Claim Summary	10Y from date of final Act	1Y	Transfer to Jersey Archive	Customary limit for enforcement of Court judgments for debt is 10y
Petty Debts Court Taxation of Costs	1Y from final decision	1Y	Transfer to Jersey Archive	
Records of debt assignment	1Y after end of assignment period	1Y	Destroy. Not transferred to Jersey Archive	
Mediation agreements	1Y after final decision	1Y	If any orders generated – transfer to Jersey Archive. Remainder of file destroy	
Magistrate's Court and Petty Debts Court Administration	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
Focus Group meeting Minutes	5Y from last entry	1Y	Transfer to Jersey Archive	
Magistrates Group meeting Minutes	5Y from last entry	1Y	Transfer to Jersey Archive	
Court Users Group meeting Minutes	5Y from last entry	1Y	Transfer to Jersey Archive	

Staff meeting Minutes	5Y from last entry	1Y	Destroy	
Accident Books	10y from last entry	1Y	Destroy	
Ushers' Diaries	3Y	1Y	Destroy	
Administration General	6Y from last entry	1Y	Destroy	
Order Books and Requisitions	6Y from transaction date	1Y	Destroy	
General Invoices	10Y from transaction date	1Y	Destroy	
Invoices Relief Magistrates	10Y from transaction date	1Y	Destroy	
Invoices Interpreters	10Y from transaction date	1Y	Destroy	
Invoices Medical	10Y from transaction date	1Y	Destroy	
Witness Costs	6Y from transaction date	1Y	Destroy	
Personnel File Notes	For period of employment	1Y	No retention after date employee leaves section	Personnel records must be forwarded to HR (People Services) at the time of creation; copies may be retained in the department as long as necessary for local management
Compiled Statistics	10Y from date of compilation	1Y	Transfer to Jersey Archive	
Major Case Bundles	10Y	1Y	Transfer all to Jersey Archive	Under reveiw
Internal Reference Documents (Manuals, copies of Judgments, Transcripts)	As necessary for operations	1Y	Destroy	
External Reference Publications (Books, Loose leaf, copies of information from reference websites)	As necessary for operations	1Y	Dispose to interested library / collection or Destroy	

Samedi – General Operations	Records current at Greffe	Admin time	Action by Greffe	Notes
Royal Court Journals (Index to Royal Court hearings)	1Y	1Y	Update and transfer copy of the electronic register to Jersey Archive	Register electronic since 2000
Greffier Journals (Index) to Greffier hearings	1Y	1Y	Transfer original to Jersey Archive, retain copy	
Acts of court for all Samedi division registrations e.g. Architects, Opticians	1Y from closure of case	1Y	Transfer original to Jersey Archive, retain electronic copy as register	
Bundles – all incoming documentation	3 Years after final Act of Court	1Y	Send back to parties and notify about deletion from CaseCenter	Retain only index and any other items created by the Judicial Greffe. Copy index not provided to Jersey Archive
Swearing in (assermente)	1Y	1Y	Retain and transfer copy to Jersey Archive	Affirmation of office
All court rotas	1Y	1Y	Destroy	Internal documents created for the purposes of scheduling the court hearings and correspondence thereto
Samedi – Criminal (Poursuite) Division	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
(Historical) Proceedings in other Jurisdictions	10Y	1Y	Transfer Act to Jersey Archive. Retain electronic copy as register. Destroy remainder of the file	Since the introduction of the Taking of Evidence Rules 2019, these cases are now dealt with as Taking of Evidence under the Service of Process and Taking of Evidence (Jersey) Law 1960
Inquests Findings Document, report of inquest and cover letter received from Viscounts department. Act of Court share back to Viscount's Department	10Y	1Y	Transfer reports and Act to Jersey Archive. Retain copy as register. Destroy correspondence	Original reports held by the Viscount's Department. Records closed under Article 24 of the Freedom of Information (Jersey) Law 2011 exemption for 100 Years
(Historical) Criminal Deposition case files (pre the introduction of the	10Y**	1Y	Return original documents to Police. After 2018 original	**Murder, manslaughter and sexual offences against children files to be kept for 80 years. Decision about retention period for other types

Criminal procedures (Jersey) Law 2018) – original paperwork, Police notes etc.			documents were retained at Police HQ	of serious cases pending.
All criminal affidavits lodged with Judicial Greffe	Current until matter is closed	3M	Send any originals back to originator. Delete electronic copies 3M after case closed	Practice Direction 24/04 refers
Remainder of criminal case file - all years including Greffiers notes	10Y**	1Y	Transfer original Acts, Judgments and Greffier notes to Jersey Archive, retain electronic copy of file as register and selection of complete files to Jersey Archive*. Destroy remainder of original file	**Murder, manslaughter and sexual offences against children files to be kept for 80 years. Decision about retention period for other types of serious cases pending.
Requests under Article 5(5) of the Sex Offenders (Jersey) Law 2010 to be taken off the Sex Offenders Register	10Y unless related to an offence against a minor**	1Y	Transfer Original Act and Judgment to Jersey Archive. Retain electronic copies as register of court decisions. Destroy remainder of file.	**Sexual offences against children files to be retained for 80 years.
Samedi – Civil Division	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
General Civil cases except where listed below	10Y after final decision	1Y	Transfer original Acts and Judgments to Jersey Archive, retain electronic copy as register. Retain Greffiers notes and destroy remainder of file	Includes Trust cases
Tribunal appeals	1Y from decision	1Y	Transfer original Acts and Judgments to Jersey Archive, retain electronic copy as register. Destroy remainder of file	

Investigatory Powers tribunals	Retained indefinitely	1Y	Under review	
Petty debts referrals to Royal Court	10Y after final decision	1Y	Transfer original Acts and Judgments to Jersey Archive, retain electronic copy as register. Destroy remainder of file	Customary limit for enforcement of Court judgments for debt is 10Y – 100 Year Closure
Petty debts appeals to Royal Court	2Y	1Y	Transfer original Acts and Judgments to Jersey Archive, retain electronic copy as register. Destroy remainder of file	
Youth court appeals to Royal Court	2Y	1Y	Transfer original Acts and Judgments to Jersey Archive, retain electronic copy as register. Destroy remainder of file	
All original civil case affidavits	Current until matter is closed	3M	Send any originals back to originator. Delete electronic copies 3M after case closed	Practice Direction 24/04 refers to 1 Feb 2024, after which only electronic affidavits should have been filed
Pending – Pleadings, Summons	Forms part of case file	1Y	Transfer original Acts and Judgments to Jersey Archive, retain electronic copy as part of wider case file.	Reviewed every 3 months by the Master of the Royal Court. Filed with remainder of the case that is either continued or discontinued
Sine die files - Pleadings	3Y after no further action on file	1Y	Case reviewed by Master of the Royal Court and closed after 3 years if no action taken in the meantime. Forms part of case that is either continued or discontinued	
Degrèvement	10Y after final decision	1Y	Transfer Register and all Acts and a selection of complete files to Jersey	Legal process for transferring ownership of immovable property when debt unpaid

			Archive*	
Remise de biens	10Y after final decision	1Y	Transfer Register and all Acts and a selection of complete files to Jersey Archive*	Legal process for transferring ownership of immovable property to the Royal Court when debt unpaid
En Désastre / Bankruptcy proceedings	10Y after final decision	1Y	Treat records as a standard civil case	
Reinstatements	10Y after final decision	1Y	Transfer original Acts and Judgments to Jersey Archive, retain electronic copy as register. Destroy remainder of file	
Clameur de Haro	10Y after final decision	1Y	Transfer complete file to Jersey Archive, retain electronic copy as register	
Reciprocal Enforcement of Judgments	2Y after final decision	1Y	Transfer Register and judgments to Jersey Archive.	
Greffier notes associated with each case file	Forms part of case file	1Y	Dealt with as part of the case file	
Litigants in Person contact details	Under review	1Y	Retention period under review	
Samedi Division - Process	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
Magistrates Court Appeal - abandoned	2Y after final decision	1Y	Transfer original Acts, abandonment notice and Judgments to Jersey Archive, retain electronic copy as register. Destroy remainder of file	
Magistrates Court Appeal - proceeded	2Y after final decision	1Y	Appeal successful - Copy of the new decision and the original overturned decision to Jersey Archive. Retain electronic copy as	

			register. Destroy remainder of file Appeal unsuccessful - Copy of the original Act and the reasons for the appeal being unsuccessful to Jersey Archive. Retain electronic copy as register. Destroy remainder of file	
Compulsory Purchase of land files	5Y after final decision	1Y	Transfer original Acts and Judgments to Jersey Archive, retain electronic copy as register. Destroy remainder of file	
Orders in Council / Royal Patents / Petitions to the Monarch in Council/ Judicial Committee of the Privy Council reports [original]	1Y after order made	1Y	Transfer original to Jersey Archive, retain electronic copy	
Royal Court proclamations	1Y after order made	1Y	Retain electronic copy. Transfer original and correspondence to Jersey Archive	
Court of Protection applications	2Y after final decision	1Y	Retain electronic copy, destroy hard copy once no longer current	Foreign court judgments that apply in Jersey
Visite Royale files and index of visits	2Y after final decision	1Y	Retain electronic copy. Transfer complete files and index to Jersey Archive	
Saisie Judiciaires	10Y after final decision	1Y	Transfer to Jersey Archive, retain copy	
Saisie-ârret	Under reveiw	1Y	Under reveiw	Civil enforcement remedy

Saisie en vertu d'ordre	Under reveiw	1Y	Under review	Historic debtor arrest
(Historical) Prison minutes	5Y	1Y	Transfer original minutes to Jersey Archive, retain copy.	Retain reference until documents up to 2017 have been transferred
Orders in Aid e.g. during arbitration	2Y after final decision	1Y	Transfer act of court to Jersey Archive, retain copy and treat remainder of file as part of larger associated file if necessary	
Fidei-commis – Applications. Constitutions & Acts of Court for starting / closing organizations and clubs	1Y after final decision	1Y	Transfer Act and annual update of register to Jersey Archive. Retain copy	Conditional bequests of property.
Public Law Children Cases - Acts of Court and wider case file	25Y from date of birth	1Y	Transfer Acts and orders to Jersey Archive. Other documentation e.g. care plans, reports - destroy or return as appropriate	Files closed to the public for 100 years
Guardian ad litem	Treat as per wider case file	1Y	Transfer Acts to Jersey Archive and treat as part of larger associated file if necessary	
Gender recognition certificate requests	80Y	1Y	Confidential register. Under reveiw	
Register of Political parties application forms Acts and annual accounts	1Y after final decision	1Y	Update register and transfer copy to Jersey Archive	
Civil forfeiture of assets	10Y after final decision	1Y	Transfer Acts to Jersey Archive and treat as part of larger associated file if necessary	
Deed polls	80Y after final decision	1Y	Update register and transfer copy of register to Jersey Archive. Destroy remainder of file	

Judicial reviews	Under reveiw	1Y	Under reveiw	
Samedi Division - Applications	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
Taking of Evidence – (Evidence in writing) paperwork	2Y after Act of Court	1Y	Destroy unless Letter Rogatory and Act produced, otherwise send to Jersey Archive and retain copy as register	Letter Rogatory and Act to Archive if it is evidential
Service out / substituted service application	5Y after final Act of Court	1Y	Transfer Act to Jersey Archive. Retain copy as register. Remainder of file destroy	Service out (Serving of legal documents outside Jersey) Substituted service (serving papers by alternative means)
Naturalisations and British Nationality Act requests	5Y after Act of Court	1Y	Transfer Act and any oath to Jersey Archive. Retain electronic copy as register. Remainder of file destroy	
Samedi Division - Costs / Legal Aid Vote - Civil / Criminal	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
Requests – Costs \ Legal Aid [original]	10Y after final decision in matter	1Y	Originals scanned then destroyed Retain Letter and Certified Bill of Cost. Destroy remainder of file	
Samedi Division - Licensing	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
Liquor licensing – Acts of Court	1Y after Act of Court	1Y	Transfer to Jersey Archive. Retain electronic copy as register	
Licensing application files	10Y after closure of business	1Y	Retain until no longer current then destroy	Consulted with Jersey Archive
Licence revocations	10Y after revocation	1Y	Transfer to Jersey Archive	
Licence Delegation Plans (changes to licences)	10Y after closure of business	1Y	Transfer letter to Jersey Archive	Letter issued rather than and Act

Historical Database index / spreadsheet	1Y	1Y	Transfer copy annually to Jersey Archive	
Assembly meeting documents	20Y after assembly meeting	1Y	Destroy	
Acts of the assembly	1Y after Act of Court	1Y	Transfer to Jersey Archive. Retain electronic copy as register.	
Court of Appeal	**Records current at Greffe**	**Admin time**	**Action by Greffe**	**Notes**
Case Files and correspondence	2Y after final decision	1Y	For all files only Acts and judgments to be extracted and transferred to Jersey Archive. Destroy remainder of file. Retain electronic copy. A 5% selection of complete files is also to be transferred to Jersey Archive*.	
Judicial Committee of the Privy Council judgments	1Y after final decision	1Y	Electronic copies retained indefinitely, including those published in Jersey Law Reports Originals transferred to Jersey Archive	
Bundles	2Y after final decision	1Y	Historical files send back to Law Firm. Electronic files destroyed.	
Investigatory Powers tribunal appeals	Retained indefinitely	1Y	Confidential register. Under review	

Héritage Division	Records current at Greffe	Admin time	Action by Greffe	Notes
Annulments of contracts	Retained Indefinitely in PRIDE database	1Y	Transfer Act to Jersey Archive. Electronic copy retained indefinitely in PRIDE	
Assize d'héritage (Swearing in of Advocates)	1Y	1Y	Transfer Act to Jersey Archive. Retain electronic copy as register	
Fixing of boundaries (Vue de Vicomte)	Retained Indefinitely in PRIDE database	1Y	Transfer judgment to Jersey Archive. Electronic copy retained indefinitely in PRIDE	
Proceedings related to ownership of immovables e.g. intestacy	Retained Indefinitely in PRIDE database	1Y	Transfer judgment to Jersey Archive. Electronic copy retained indefinitely in PRIDE	
Cases questioning the validity of wills	Retained Indefinitely in PRIDE database	1Y	Transfer judgment to Jersey Archive. Electronic copy retained indefinitely in PRIDE	

Public Registry Division	Records current at Greffe	Admin time	Action by Greffe	Notes
Tables (Index to Immovable Property contracts) [original]	Retained Indefinitely in PRIDE database	1Y	Electronic copy to Jersey Archive	Electronic from 2001. Database now partially backdated and holds records from c1800 onwards. Books prior to this held at Jersey Archive
Tables (Index to Immovable Property contracts) [copy]	As necessary for operations	1Y	Destroy	
Books of Powers of Attorney (in respect of Procurations) Index [original]	Retained Indefinitely in PRIDE database	1Y	Electronic copy to Jersey Archive	
Powers of Attorney (in respect of Procurations) & Index [copy]	As necessary for operations	1Y	Destroy	
Obligations (Judicial hypothec (Jersey equivalents of mortgages)) & Index [original]	10 Years after creation	1Y	Transfer original paper copy to Jersey Archive. Electronic copy retained indefinitely in PRIDE database	Also may be referred to as both billets and reconnaissances). 1974 onwards held in PRIDE database.
Cancelled Obligations (Jersey equivalents of mortgages)) cancelled [copy]	10 years after cancellation	1Y	Destroy	Jersey Archive confirmed they only wish for the original documentation
Original Wills / Demandes (immovable) [original]	5Y after registration	1Y	Transfer to Jersey Archive. Electronic copy retained indefinitely in PRIDE	Hard Copy
Original Wills / Demandes (immovable) [copy]	As necessary for operations	1Y	Destroy	Additional copies possibly held on probate files
Misc. Acts Demandes / Notices e.g. those relating to water, electricity and flying freeholds	5Y after receipt of request	1Y	Destroy	Hard Copy
Caveats / Injunctions and list	6M	1Y	Destroy	Original held by Bailiff's Chambers
Deed Polls [original]	1Y after final decision	1Y	Destroy. Electronic copy of Act retained indefinitely in PRIDE	Original to requester. These types of deed polls are different to those referred to in the Samedi section above

Contracts	1Y after Act of Court	1Y	Transfer to Jersey Archive	Original held at Jersey Archive
Public Registry Journal	5Y after books complete	1Y	Destroy	
Rate books	Ongoing	1Y	Must be retained for reference	Hard Copy these need to be kept in the department for reference
Fidéi-commis – Public registry of all property associated with organizations and clubs	Retained Indefinitely in PRIDE database	1Y	Electronic copy to Jersey Archive	

Family Division	Records current at Greffe	Admin time	Action by Greffe	Notes
Divorce and Civil Partnership Files and correspondence	5 years after final decision	1Y	For **all** files only Acts, including Decree Absolute, Decree Nisi and Process documents are to be extracted and transferred to Jersey Archive. Electronic copies of complete file retained as register. A 5% selection of complete files to be transferred to Jersey Archive*	All files prior to1960 kept by Jersey Archive
Judicial separations	5Y after final decision	1Y	Transfer Acts and judgments to Jersey Archive. Retain electronic copy as register	
Files involving children - Matrimonial Reciprocal Enforcement, Parental Responsibility Agreements, Acts & orders	10Y after final decision	1Y	For all files only Acts and Process documents are to be extracted and transferred to Jersey Archive. Reports to be returned or destroyed. Electronic copies of file to be retained as register. A 5% selection of complete files to be transferred to Jersey Archive*	Files to be reviewed after 10 years (thereafter annually) and closed once all children involved are no longer minors. Acts to be extracted and copied by Judicial Greffe for all files at 10-year selection point and shared to Jersey Archive
Family Files - Correspondence	10Y after final decision	1Y	Destroy except for 5% selection *	
Family Files – Adoption Confidential documentation	Retain indefinitely	1Y	Under review	
Mediation files not related to a wider family case –	10Y after final decision	1Y	If any Acts generated – transfer to Jersey	

orders.			Archive. Remainder of file - destroy	
Reciprocal enforcement of Maintenance Orders	10Y after final decision	1Y	Transfer Acts and judgments to Jersey Archive. Retain electronic copy as register	
Indexes to files / Databases [Electronic]	As necessary for operations	1Y	Send listings / database copy of cases no longer current along with all paper transfers to Jersey Archive	
Definitive Undefended List of Divorces and copy of public notice	10Y after issue of notice	1Y	Destroy	Maintained List [Article 29 - Matrimonial causes Rules 2005]
* A small annual sample of 5% of the detailed case files will be retained as Archive Records. The sample will consist of files which have been selected to illustrate the changing nature of these cases in the Island and will also consist of files concerning high-profile cases. If no files illustrating the changing nature of these cases are present in the year, a random sample of 5% of files will be kept. (e.g. if there were 280 cases in a year the 1st file of the year, 20th, 40th, 60th, 80th, 100th, 120th, 140th, 160th, 180th, 200th, 220th, 240th, 260th and 280th files would be kept) Files will be selected by Court Service staff in consultation with the Jersey Archive. All documents not selected for permanent retention as archives will be destroyed confidentially after the relevant time period: at this point Acts which form part of the case file will be extracted and retained permanently.				

Probate and Protection Division	Records current at Greffe	Admin time	Action by Greffe	Notes
Original Wills – (movable property)	5Y after registration	1Y	Transfer to Jersey Archive Electronic copy as register kept in the Probate Database	Archive split between open and closed portions of each file
Probate files, Journals, Copy of Wills, Grants of Probate, Oaths, Original Acts of Court	5Y after decease	1Y	Transfer originals to Jersey Archive retain electronic copy in database	
Remaining elements of probate files e.g. Inventories, accounts	5Y after decease	1Y	Destroy. 5% Selection of complete files to Jersey Archive*	
Curatorships (to 2018)*	5Y after final entry on file	1Y	Under review. Retain electronic copy. Destroy remainder of original file	
Affidavits / Affidavits as to foreign law	Current until matter is closed	3M	Return to originator once file no longer current	
Caveat applications and list	6M	1Y	Consulted with Jersey Archive - Destroy	6M if probate file not created
Trust Corporations	3Y	1Y	Annual list to Jersey Archive	List of organisations authorized to act in this capacity
Local Domicile – Application for Probate	5 years after decease	1Y	Destroy	This forms part of the probate file and will be dealt with when the remainder of the file is
Foreign Domicile – Application for Probate	5 years after decease	1Y	Destroy	This forms part of the probate file and will be dealt with when the remainder of the file is dealt with
Lasting Powers of Attorney (After 2018)	5Y after final entry on file	1Y	Under review. Retain electronic copy of Acts. Destroy remainder of original file	If no final date (e.g. date of death) is known file closure is at age 110
Delegations	5Y after final entry on file	1Y	Under review. Retain electronic copy of Acts. Destroy remainder of original file	If no final date (e.g. date of death) is known file closure is at age 110
Tuteur files	5 years after child reaches	1Y	Under review.	

	majority		Retain electronic copy of Acts. Destroy remainder of original file	
Registration of UK and Other Foreign Court Orders	5Y (Under review)	1Y	Under review	If no final date (e.g. date of death) is known file closure is at age 110

* A small sample of 5% of the detailed case files will be retained as Archive Records. The sample will consist of files which have been selected to illustrate the changing nature of these cases in the Island and will also consist of files reflecting unusual cases.
If no files illustrating the changing nature of these cases are present in the year, a random sample of 5% of files will be kept. (e.g. if there were 280 cases in a year the 1st file of the year, 20th, 40th, 60th, 80th, 100th, 120th, 140th, 160th, 180th, 200th, 220th, 240th, 260th and 280th files would be kept) Files will be selected by Court Service staff in consultation with the Jersey Archive.
All documents not selected for permanent retention as archives will be destroyed confidentially after the relevant time period: at this point Acts which form part of the case file will be extracted and retained permanently.

Tribunal Service	Records current at Greffe	Admin time	Action by Greffe	Notes
Jersey Employment and Discrimination Tribunals – Unsettled	If withdrawn destroy after 14 days	1Y	Destroy complete case file	
Jersey Employment and Discrimination Tribunals - Cases settled without final hearing	2Y after final entry on file	1Y	Retain pleadings, admission data form, counter claim form and orders. Destroy remainder of file.	Jersey Archive do not receive cases that have no determination from a tribunal
Jersey Employment and Discrimination Tribunals – Cases settled with a final judgment	2Y after final hearing	1Y	Retain and transfer final judgments and orders to Jersey Archive. Destroy remainder of file. Retain electronic copy of pleadings, claim form admission data form, and response form. Destroy reports and correspondence.	
Social Security Tribunals	2Y after final hearing	1Y	Retain and transfer final judgments to Jersey Archive. Destroy remainder of file. Retain electronic copy	
Mental Health Review Tribunal – Case Files	2Y after final hearing	1Y	Private hearings. Retain Decisions and Reasons. Remainder of file destroy	If case is invalid, Jersey Archive do not receive the file as there will be no determination
Capacity & Self Determination Tribunals	2Y after final hearing	1Y	Private hearings. Retain Decisions and Reasons. Remainder of file destroy	
Health & safety Tribunals	2Y after final hearing	1Y	Transfer final judgments and decisions to Jersey Archive. Destroy remainder of file	
Planning Appeals	Under reveiw	1Y	Transfer any ministerial	The Planning Department's retention schedule

			decisions and reports to Jersey Archive. Remainder of file destroy	includes these records with the exception of Enforcement appeals. 2 yrs for standard cases, and 20 years in line with the Development and Land retention for the enforcement cases
Charity Tribunals	2Y after final hearing	1Y	Documents of archival interest to be confirmed once first case heard.	
Income Support Tribunals	2Y after final hearing	1Y	Retain and transfer final judgments to Jersey Archive. Destroy remainder of file.	
Tax Tribunals	2Y after final hearing	1Y	Private hearings. Retain Decisions and Reasons only. Remainder of file destroy	
Rent Tribunals	2Y after final hearing	1Y	Under review. Documents of archival interest to be confirmed once first case heard.	Parties can choose whether the case is heard privately.
Tribunal Chair notebooks	Retain until appeals process is over	1Y	Destroy	Not required by Jersey Archive
Registers of ALL tribunals	Maintained at Greffe	1Y	Transfer copies to Jersey Archive annually at end of year	
Register of Trade Unions and Employer Associations	Maintained at Greffe	1Y	Transfer copies to Jersey Archive annually at end of year	

Court Service General Administration	Records current at Greffe	Admin time	Action by Greffe	Notes
Administration [General]	6Y	1Y	No retention longer than 6Y	Includes customer feedback and complaints
Administration [Case]	6Y	1Y	No retention longer than 6Y	Unless saved as part of case file when case retention period applies
Administration [Personnel]	As necessary for operations	1Y	No retention after date employee leaves section	Personnel Records information must be forwarded to corporate People Services (HR) at the time of creation; copies may be retained in department as long as necessary for local management.
Administration [Recruitment documentation]	12M after the year of the recruitment	1Y	Selection decision and all candidate information to then be forwarded to HR	
Administration [Financial]	10Y	1Y	10 Years - dispose	Accounting records information must be forwarded to Finance at the time of creation; copies may be retained in department for local management
Email	6Y	1Y	Emails will auto-delete at 7 years. Emails relating to files to be kept with the files and retained according to relevant file retention period	Case emails saved to the case. This entry relates to non-case emails (court administration)
General Election documentation – used and unused ballot papers	1Y	1Y	Destroy	
General Election Administration – letters, notices, procedures and correspondence	Under reveiw	1Y	Under reveiw	

Information and Records Management	Records current at Greffe	Admin time	Action by Greffe	Notes
Audio recordings of hearings FTR (For The Record)	Currently retained 20 years	1Y	Under review. Not transferred to Jersey Archive	Serious cases retention period under review.
CMS-X Court Case Management System project details	Live system	1Y	Under Review	Data to be exchanged to be agreed with Jersey Archive
iManage Records Management System project details	Live system	1Y	Under reveiw	Data to be exchanged to be agreed with Jersey Archive
Transcriptions	Held on case file	1Y	Transfer to Jersey Archive	
Information Policies, Procedures	6Y	1Y	Copy to Jersey Archive on production and subsequent major updates	
Video Conferencing recordings of hearings	1M	1Y	Delete	
Judgments	1Y	1Y	Transfer anonymized copy annually to Jersey Archive. Retain electronic copy. Unredacted copy current indefinitely	Transcription team copies are the backup copy of vital records to ensure business continuity. Jersey Law Information Board (JLIB) is the official register of judgments that have been made public
Register of Judgments	Indefinitely	1Y	Under review	
Records Retention and Disposition Schedules	10Y after replacement with update	1Y	Consulted with Archive – Destroy	
Information Audits / Key listings / Scripts used to generate listings	10Y	1Y	Destroy	
Manuals and Guides	As necessary for operations	1Y	Consulted with Jersey Archive – Destroy	
Records of document	Indefinitely	1Y	Not transferred to Jersey	

disposal and destruction			Archive	
Freedom of Information requests – request, correspondence	2Y post-response release		Destroy	
Freedom of Information requests – final response or Internal review response	10Y post-response		Destroy	
Freedom of Information requests – Jersey Information Commissioner referrals	10Y post-response or determination		Destroy	Final responses and determinations sent to archive by the central FOI unit
Subject Access Requests	1Y post-response		Destroy	
Subject Access Request response letter and tracker	10Y		Destroy	
Records requests	10Y		Destroy	

Signed by Director Jersey Archive: **Print name: Linda Romeril** **Date: 02/11/2026**

Signed by Judicial Greffier: **Print name: Rebecca Morley-Kirk** **Date:15/10/26**

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