Law Officers' Department

Retention Schedule

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 Law Officers' Department (the "LOD").

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: February 2031.

Please note retention period dates should be calculated from the end date of the file, eg a file dated 2015 – 2016 and due for transfer to Jersey Archive, review or destruction after 10 years should be actioned in January 2027.

Legislative and Regulatory Framework

1. Records will be managed in keeping with the Data Protection (Jersey) Law 2018, Public Records (Jersey) Law 2002, Freedom of Information (Jersey) Law 2011; States of Jersey Financial Direction 12.7.

2. Criminal Division records that may be subject to production under Article 34 of the Court of Appeal (Jersey) Law 1961 should be referred to the Director of the Criminal Division

3. The LOD will be required to identify any exemptions to public access on transfer of records to Jersey Archive.

Records In Series		Retention at LOD	Action by LOD	Action by Jersey Archive	Notes
Law Officers 101					
101	Attorney General and Solicitor General, Complaints and Allegations, Honorary Police, Review to Disclose Information, Appointments	Current year plus 10 years	Transfer to Jersey Archive	Archive	
	Attorney General and Solicitor General – Council of Ministers,	Retain until no longer	Destroy	n/a	

	States Assembly (Office Administration only)	needed			
	Property intercepts and property interference and/or intrusive surveillance	Current year plus 10 years	Destroy	n/a	
Departmental Administration 102					
	SMT – Minutes, Business Plans, Reports, Governance, General Administration files	Current year plus 10 years	Transfer copy to Jersey Archive	Archive	
	Policy and Procedures, Lexcel	Retain until no longer needed	Transfer a copy of each and significantly updated ones to Jersey Archive	Archive	
Divisional Administration 103					
103	Department/Team Meetings, General information	Retain until no longer needed	Destroy	n/a	
	Supervision Matters	Please refer to SoJ HR Retention Schedule			
Finance 104					
104	Financial Records	Please refer to SoJ Treasury guidelines 12.7 (3-10 Years)			Appendix A
HR 105					
105	HR Records	Please refer to SoJ HR Retention Schedule			
Information Services 106					
106	All Related Records	Current year plus 10 years	Destroy		
106-07	Records Management	Current year plus 10 years	Transfer copy to Jersey Archive	Archive	
Court 107					
107	Court Schedules and Attendance	Retain until no longer needed	Destroy		
States Questions 108					
108	States Questions	Current year plus 10 years	Transfer to Jersey Archive	Archive	
Commissioner for Standards 109					
109	Commissioner for Standards	Current year plus 10 years	Transfer to Jersey Archive	Archive	
Civil Division, Advice 201-204					
201	Advice	Current year plus 15 years	Review within LOD and destroy cases that do not meet the criteria. Transfer to the Jersey Archive cases that fulfil criteria below:	Archive	

			• The range of civil cases dealt with by the LOD. • Cases that attracted widespread contemporary public interest. • Cases involving high profile individuals. Cases which show the changing nature and development of legislation.		
202	Privy Council Reports	Current year plus 10 years	Transfer to Jersey Archive	Archive	
203	Contracts	Current year plus 10 years	Transfer to Jersey Archive	Archive	
204	Brexit	Current year plus 10 years	Transfer to Jersey Archive	Archive	
Civil Division, Safeguarding 301-302					
301-302	Safeguarding Cases	Current year plus 30 years	Transfer to Jersey Archive	Archive	
Civil Division, Litigation 303-329					
3xx	Civil Litigation	Current plus 10 years	Review within LOD and destroy cases that do not meet the criteria. Transfer to the Jersey Archive cases that fulfil criteria below: • The range of civil cases dealt with by the LOD. • Cases that attracted widespread contemporary public interest. • Cases involving high profile individuals. • Cases which show the changing nature and development of legislation.	Archive	
311	Personal Injury/ Clinical Negligence	Current year plus 30 years	Transfer to Jersey Archive		
329	Redress	Current year plus 30 years	Transfer to Jersey Archive		
Criminal Division 401 - 407					
401	Mutual Legal Assistance	Current plus 10 years. Indefinitely in respect of core documents for key matters as identified by SLA	Review within LOD and destroy if no longer required	n/a	
402-xx	Magistrate's Court Prosecutions & Appeals & Royal Court Prosecutions – excluding cases which resulted in an indeterminate or life sentence or categorised as a potential Double Jeopardy offence	Current plus 20 years	Review within LOD and destroy cases based on Management of Police Information schedule. Transfer to the Jersey Archive 5% of cases which fulfil criteria below: • Show the range of cases and offences dealt with by the courts.	Archive	

			• Cases that attracted widespread contemporary public interest. • Cases involving high profile individuals. • Cases which show the changing nature and development of legislation. • All cases in which there is a charge of murder, manslaughter, infanticide or child destruction. • All cases in which there is a charge of treason, treachery or sedition.		
402 – 06, 15, 20, 21	Cases which resulted in an indeterminate or life sentence or categorised as a potential Double Jeopardy offence	Current plus 20 years	Transfer to Jersey Archive	Archive	
402-xx	Advice cases where CJU3 has been provided to LOD and advised NFA (no further action)	Current plus 10 years	Review within LOD and destroy if no longer required	Archive	
402-xx	Cases charged without LOD Advice and subsequently reviewed then discontinued	Current plus 10 years	Review within LOD and destroy if no longer required	Archive	
402-xx	Cases in which restraining order was made under the Protection from Harassment Law	Current plus 10 years after restraining order has expired or minimum 20 years in case of Royal Court cases	Review within LOD and destroy cases that do not meet the above criteria for Criminal cases. Transfer to the Jersey Archive all cases which fulfil criteria	Archive	
402-xx	Cases in which restraining order was made for a notification requirement under the Sex Offenders Law	When notification requirements ceased or minimum 20 years in case of Royal Court cases	Review within LOD and destroy cases that do not meet the above criteria for Criminal cases. Transfer to the Jersey Archive all cases which fulfil criteria	Archive	
403	Other Criminal Prosecutions and Advice	Current plus 10 years	Transfer to Jersey Archive	Archive	
404	Police Complaints, Accidents and Discipline All cases involving complaints against the Police (where a complaint has been made against the Police or where the Police Officer is the defendant)	Current plus 5 years or length of sentence if longer	Transfer to Jersey Archive	Archive	
405	AG authorities	Current plus 10 years	Transfer to Jersey Archive	Archive	
406	Economic Crime Confiscation Unit	Current plus 20 years	Review within LOD. Destroy or Transfer to Jersey Archive based on Management of Police Information schedule. Transfers to	Archive	

			exclude large evidential data sets.		
407	Tri-partite	Current plus 10 years	Transfer to Jersey Archive	Archive	
Property 500-509					
5xx	Conveyancing files	Indefinitely in respect of core documents.	Review within LOD and destroy if no longer required	n/a	
Microsoft Teams Chat					
	All work areas	21 days	Deleted	n/a	
CCTV					
	All recorded footage	30 days	Deleted	n/a	

APPROVED AND SIGNED ON BEHALF OF LAW OFFICERS' DEPARTMENT BY:

Name	**Signature:**	**Position:**	**Date:**
[redacted]		Practice Director	**13/03/2026**

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	**Signature:**	**Position:**	**Date:**
[redacted]		Archives and Collections Director, Jersey Heritage	**04/02/2026**