Statistics Jersey

Retention Schedule

October 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 Statistics Jersey ("Office of the Chief Statistician").

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: November 2030.

Record Type Title		Retention by Statistics Jersey	Action by Statistics Jersey	Notes
Surveys and Reports				
Statistical Reports		Current + 10 years	Transfer copy to Jersey Archive	In December each year, relevant statistical reports (in digital PDF format) will be transferred to Jersey Archives using a secure transfer solution. Archived reports will be published by Jersey Archive. Statistics Jersey Release Calendar will provide links to archived reports.
Completed survey return forms and associated data	Annual business surveys	End of survey collection + 2 years	Securely destroy	Retention periods indicate maximum amount of time Statistics Jersey will retain survey return forms. If
	quarterly business surveys	End of survey collection + 2 years		

Record Type Title		Retention by Statistics Jersey	Action by Statistics Jersey	Notes
	social survey	End of survey collection + 1 year		they cease to be of use before this time, they may be destroyed earlier.
	spending and income survey	Retain until the subsequent survey is complete		
	housing needs survey	End of survey collection + 18 months		
Digital datasets reflecting anonymous survey responses		Retained for as long as required for statistical analyses research purposes	Retain for as long as required for research purposes	
Digital datasets reflecting personally identifiable survey responses		Retained for as long as required for statistical analyses and research purposes	Delete person names from the digital datasets 10 years after the date of death is confirmed for a data subject	
Personal data (e.g. contact details) collected in business surveys		End of survey collection +1 year	Delete identifying data such as contact details of business data providers from digital datasets when they are no longer required and hold for a maximum of 1 year following data collection	
Blank survey forms		Until final report published	Transfer example of each type of survey form to Jersey Archive	
Operational data collection paperwork e.g. income expenditure logbooks for staff		Until final report published	Securely destroy	
Census				
Census report		10 years	Transfer copy to Jersey Archive on publication	
Completed Census questionnaires (paper and digital)		Until final report published	Transfer to Jersey Archive to be published after a period of 100 years	

Record Type Title	Retention by Statistics Jersey	Action by Statistics Jersey	Notes
Census record books	Until final report published	Transfer one blank + small sample of completed Census record books to Jersey Archive	
Blank Census questionnaires	Until final report published	Transfer example of each type to Jersey Archive	
Digital dataset reflecting census responses	Retained for as long as required for statistical analyses and research purposes	Delete person names from the digital dataset 10 years after the date of death is confirmed for a data subject	
Administrative data			
Administrative datasets shared with Statistics Jersey and linked/analysed to deliver strategic and statistical insights such as projections for Jersey's population	Retained for as long as required for statistical analyses and research purposes	Delete data subject names from administrative datasets when no further activity is expected and so no longer required for data linkage (10 years after the date of death is confirmed for a data subject)	
Operational Records			
Statistics User Group (SUG) minutes (Historic)	Retain until published to website	Transfer to Jersey Archive	Can be removed from Retention Schedule once all historic minutes are transferred
Statistical Council minutes	Retain until published to website	Transfer to Jersey Archive	
Legislation, Codes of Practice and Guidance development – research and background papers	10 years	Transfer a copy to Jersey Archive	
Correspondence			

Record Type Title	Retention by Statistics Jersey	Action by Statistics Jersey	Notes
Chief Statistician's key correspondence including letters and emails that contain significant operational or policy decisions	5 years	Transfer a copy of relevant emails and letters to Jersey Archive	
All Staff – general correspondence, including email	Retain until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	
Promotion and Publicity			
Leaflets and Publicity Material	5 years	Transfer copy of each to Jersey Archive	
Press Releases	5 years	Jersey Archive to receive a copy direct from GOJ Comms Unit	
Websites and Social Media feeds e.g. Statistics Jersey twitter feed	Constantly Updated	Jersey Archive to crawl using UK Web Archive	
Interactions			
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	
Chief Statistician's formal comments on statistics produced by public authorities	2 years	Transfer to Jersey Archive	
Reviews conducted into Tier 1 statistics (internal reviews and those conducted by external parties)	2 years	Transfer to Jersey Archive	

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

All Financial Records	**Please refer to Public Finances Manual Supporting Documents – Retention of Financial Documents**
All HR and Training Records	**Please refer to GoJ Personnel Retention Schedule**
Health and Safety Records	**Please refer to Generic Health and Safety Retention Schedule**
Contracts	**Please refer to Contracts Retention Schedule**
Projects (Non-construction)	**Please refer to Generic Projects Retention Schedule**
All Building Maintenance Records	**Please refer to Maintenance Retention Schedule**

APPROVED AND SIGNED ON BEHALF OF STATISTICS JERSEY BY:

Name	Signature	Position	Date
Ian Cope		Chief Statistician	14 October 2026

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	14 October 2026