

OFFICE OF THE LIEUTENANT GOVERNOR RETENTION SCHEDULE

PLEASE NOTE RETENTION PERIODS SHOULD APPLY TO ALL DOCUMENTS WHEATHER PAPER OR ELECTRONIC.

File Name	Title	Retention
Access Databases	L:\Access Databases	Retain indefinitely
Cadet Military Support Officer	L:\Cadet Military Support Officer\Approvals	Archive – Transfer to JA after 10 years
	L:\Armed Forces\Armed Forces	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Armed Forces Community Covenant	Archive – Transfer to JA after 10 years
	L:\Armed Forces\British Army	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\BTEC	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Cadet Force Matters	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Community Covenants	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Demise of HM	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Events	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Finance	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Jersey Field Squadron	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Medals and Dress	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Military Visitors	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Projects	Archive – Transfer to JA after 10 years
	L:\Armed Forces\Royal Navy	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Thank you Letters	Archive – Transfer to JA after 10 years
	L:\Cadet Military Support Officer\Visiting Units	Archive – Transfer to JA after 10 years
Church	L:\Church\Appointments of Rectors	Archive – Transfer to JA after 10 years
	L:\Church\Bishop of Dover	Archive – Transfer to JA after 10 years
	L:\Church\Church of England Non Parish	Archive – Transfer to JA after 10 years
	L:\Church\Church of Scotland	Archive – Transfer to JA after 10 years
	L:\Church\Dean of Jersey	Archive – Transfer to JA after 10 years
	L:\Church\Roman Catholic	Archive – Transfer to JA after 10 years
	L:\Church\Jersey Canons	Archive – Transfer to JA after 10 years

	L:\Church\Methodist and other Denominations & Religions	Archive – Transfer to JA after 10 years
	L:\Church\Parish Churches	Archive – Transfer to JA after 10 years
Complaints	L:\Complaints, Petitions and Enquiries\Complaints C2	Archive – Transfer to JA after 10 years or retain if still active
	L:\Complaints, Petitions and Enquiries\Enquiries E2	Archive – Transfer to JA after 10 years or retain if still active
	L:\Complaints, Petitions and Enquiries\Petitions P2	Archive – Transfer to JA after 10 years or retain if still active
Customs & Immigration	L:\Customs & Immigration S1.1.C1\Asylum Seekers and Migrants	Destroy all once they are no longer required for administrative purpose
	L:\Customs & Immigration S1.1.C1\Deportations I&N6 - 6.3	Destroy all once they are no longer required for administrative purpose
	L:\Customs & Immigration S1.1.C1\Engagements	Destroy all once they are no longer required for administrative purpose
	L:\Customs & Immigration S1.1.C1\Jersey Immigration Rules replaces L-G's Directions I&N2	Archive – Transfer to JA after 10 years
	L:\Customs & Immigration S1.1.C1\Naturalisation I&N.N1	Destroy all once they are no longer required for administrative purpose
	L:\Customs & Immigration S1.1.C1\Passport Office I&N7	Destroy all once they are no longer required for administrative purpose
	L:\Customs & Immigration S1.1.C1\Protecting our border & CTA Incl Schengen	Destroy all once they are no longer required for administrative purpose
	L:\Customs & Immigration S1.1.C1\Refusal leave to enter or remain I&N11	Destroy all once they are no longer required for administrative purpose
	L:\Customs & Immigration S1.1.C1\Registrations I&N.R1	Destroy all once they are no longer required for administrative purpose
	L:\Customs & Immigration S1.1.C1\Request for entry or leave to remain I&N4	Destroy all once they are no longer required for administrative purpose

Engagements, Patronages, Hon Memberships and Schools	L:\Engagements, Patronages, Hon Memberships and Schools	Archive – Transfer to JA after 10 years or retain if still active
Government House Establishment and Estate	L:\Government House Establishment and Estate\Administration	Destroy all once they are no longer required for administrative purpose
	L:\Government House Establishment and Estate\Estate	Archive – Transfer to JA after 10 years
	L:\Government House Establishment and Estate\Finance	Follow SOJ Guidelines
	L:\Government House Establishment and Estate\Freedom of Information	Destroy all once they are no longer required for administrative purpose
	L:\Government House Establishment and Estate\Health & Safety	Destroy all once they are no longer required for administrative purpose
	L:\Government House Establishment and Estate\Human Resources	Follow SOJ Guidelines
	L:\Government House Establishment and Estate\Information Technology	Destroy all once they are no longer required for administrative purpose
	L:\Government House Establishment and Estate\Risk Management	Destroy all once they are no longer required for administrative purpose
	L:\Government House Establishment and Estate\Security (Incl CCTV)	Destroy all once they are no longer required for administrative purpose
	L:\Government House Establishment and Estate\Social Secretary	Destroy all once they are no longer required for administrative purpose
Head Gardener	L:\Head Gardener	Destroy when no longer required for administrative purposes
Honours & Awards	L:\Honours & Awards\1998 Birthday to 2018 Birthday H&A5 (B98-B2018)	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\2019 Birthday (B19)	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\2019 New Year (NY19)	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Ambulance Service	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\British Empire Medal	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Elizabeth Cross	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Fire Service	Archive – Transfer to JA after 10 years

	L:\Honours & Awards\Foreign Nationals (Honorary Awards)	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Honorary Police	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Honours Committee	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Honours General Templates & Lists	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Medal Presentation Ceremonies	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Military	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Miscellaneous Requests	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Police Force	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Queen's Award for Voluntary Service	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\St John Ambulance	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Victoria College Medals and Prizes	Archive – Transfer to JA after 10 years
	L:\Honours & Awards\Wearing of Medals	Archive – Transfer to JA after 10 years
Hospitality	L:\Hospitality (functions at GH)\Dinner Parties	Transfer to JA after 20 years
	L:\Hospitality (functions at GH)\Lunch Parties	Transfer to JA after 20 years
	L:\Hospitality (functions at GH)\Open Gardens	Transfer to JA after 20 years
	L:\Hospitality (functions at GH)\Receptions	Transfer to JA after 20 years
House Manager	L:\House Manager	Destroy all once they are no longer required for administrative purpose
Island Matters	L:\Island Matters\Assise d'Heritage	Destroy all once they are no longer required for administrative purpose
	L:\Island Matters\Birthday and Anniversary Messages	Archive – Transfer to JA after 10 years
	L:\Island Matters\Child Abuse Case	Review File and Transfer to JA after 10 years
	L:\Island Matters\Consuls	Review File and Transfer to JA after 10 years
	L:\Island Matters\Crown Officers	Archive – Transfer to JA after 10 years
	L:\Island Matters\Government of Jersey Departments	Review File and Transfer to JA after 10 years

	L:\Island Matters\Jurats	Destroy all once they are no longer required for administrative purpose
	L:\Island Matters\Parishes including Honorary Police	Archive – Transfer to JA after 10 years
	L:\Island Matters\Mace	Archive – Transfer to JA after 10 years
	L:\Island Matters\Prerogative of Mercy C4.4	Archive – Transfer to JA after 10 years
	L:\Island Matters\States Sittings	Destroy all once they are no longer required for administrative purpose
	L:\Island Matters\Visite Royale	Destroy all once they are no longer required for administrative purpose
Lieutenant Governor (Personal)	L:\Lieutenant Governor (Personal)\Dalton	Destroy all once they are no longer required for administrative purpose
	L:\Lieutenant Governor (Personal)\McColl	Destroy all once they are no longer required for administrative purpose
Official Government Correspondence	L:\Official Government Correspondence\Acts A1	Destroy all once they are no longer required for administrative purpose
	L:\Official Government Correspondence\Bills GM.B1	Destroy all once they are no longer required for administrative purpose
	L:\Official Government Correspondence\Conventions GM.C3	Destroy all once they are no longer required for administrative purpose
	L:\Official Government Correspondence\Coins GM.CU	Destroy all once they are no longer required for administrative purpose
	L:\Official Government Correspondence\Document Log	Destroy all once they are no longer required for administrative purpose
	L:\Official Government Correspondence\FCO and Foreign Judicial Authorities	Destroy all FCO and Foreign Judicial Authorities files once they are no longer required for administrative purpose
	L:\Official Government Correspondence\Laws GM.L1	Destroy all Laws once they are no longer required for administrative purpose

	L:\Official Government Correspondence\Maintenance Orders GM.MO	Destroy all Orders once they are no longer required for administrative purpose
	L:\Official Government Correspondence\Ministry of Justice GM.Moj	Destroy all MOJ files once they are no longer required for administrative purpose
	L:\Official Government Correspondence\Regulations GM.R33	Destroy all once they are no longer required for administrative purpose
	L:\Official Government Correspondence\Stamps GM.PO	Destroy all once they are no longer required for administrative purpose
Receiver General	L:\Receiver General	Transfer to JA after 20 years
Royal Family	L:\Royal Family\60th Anniversary of the Coronation	Archive – Transfer to JA after 10 years
	L:\Royal Family\Diamond Jubilee RF.DJ	Archive – Transfer to JA after 10 years
	L:\Royal Family\Garden Parties Buckingham Palace RF.2	Archive – Transfer to JA after 10 years
	L:\Royal Family\Golden Jubilee RF.3	Archive – Transfer to JA after 10 years
	L:\Royal Family\Gun Salutes	Archive – Transfer to JA after 10 years
	L:\Royal Family\HM The Queen Longest serving British Monarch	Archive – Transfer to JA after 10 years
	L:\Royal Family\Royal Birthdays RF.5	Archive – Transfer to JA after 10 years
	L:\Royal Family\Royal Births RF.6	Archive – Transfer to JA after 10 years
	L:\Royal Family\Royal Deaths RF.7	Archive – Transfer to JA after 10 years
	L:\Royal Family\Royal Marriages RF.8	Archive – Transfer to JA after 10 years
	L:\Royal Family\Royal Wedding Anniversaries RF.9	Archive – Transfer to JA after 10 years
Visitors	L:\Visitors\Ambassadors and High Commissioners	Archive – Transfer to JA after 10 years
	L:\Visitors\Callers	Archive – Transfer to JA after 10 years
	L:\Visitors\Contacts and Enquiries	Archive – Transfer to JA after 10 years
	L:\Visitors\General Admin Matters	Archive – Transfer to JA after 10 years
	L:\Visitors\Lieutenant Governors Conference	Archive – Transfer to JA after 10 years
	L:\Visitors\Lord Mayor of London	Archive – Transfer to JA after 10 years
	L:\Visitors\Ministry of Justice	Archive – Transfer to JA after 10 years

	L:\Visitors\Miscellaneous Visitors	Archive – Transfer to JA after 10 years
	L:\Visitors\Planning Visits with CMD	Archive – Transfer to JA after 10 years
	L:\Visitors\President of Madeira	Archive – Transfer to JA after 10 years
	L:\Visitors\Royal Family	Archive – Transfer to JA after 10 years
	L:\Visitors\Visitor Meetings	Archive – Transfer to JA after 10 years
	L:\Visitors\Visitors - 1998-2007	Archive – Transfer to JA after 10 years
	L:\Visitors\Visits Advisory Group	Archive – Transfer to JA after 10 years