

**WRITTEN QUESTION TO THE CHIEF MINISTER  
BY DEPUTY K.G. PAMPLIN OF ST. SAVIOUR  
ANSWER TO BE TABLED ON TUESDAY 18th JUNE 2019**

**Question**

Further to the presentation of 'Public Records (Jersey) Law 2002: Annual Report 2018 on the work of Jersey Heritage and the Archivist' (R.66/2019), will the Chief Minister advise when the 'government-wide records management programme' started; which departments have so far been involved in the programme and, if not all departments, when the programme will be rolled out to all departments; and what end date, if any, will be applied to the programme?

**Answer**

The initial Records Management Programme resulted in each department appointing an identified Records Manager who is responsible for ensuring compliance with the Records Management Policy.

Detailed Policy and Guidance in relation to Records Management covering all departments is published on the government's intranet (My States) and includes information on the following:

- Which documents to keep
- Contact Jersey Archive
- Scanning and digital records
- Keep good records
- Destroying documents
- Records management policies
- Records management forms
- Records management guides
- Relevant legislation
- Useful resources

(<https://soj/Management/Records/Pages/RecordsManagementPolicies.aspx> ).

A further review was in the process of being initiated in early 2019 to undertake a government-wide review of how well the current records management approach is operating. This has been paused due to resourcing issues but will hopefully recommence in Q4 2019. An end date will be agreed at the point of commencement.