

**WRITTEN QUESTION TO THE CHIEF MINISTER
BY THE CONNÉTABLE OF ST MARY
ANSWER TO BE TABLED ON TUESDAY 11th MAY 2010**

Question

“Would the Chief Minister advise members how many departments keep a general record of all information that they hold in accordance with paragraph 2.1.1(a) of the Code of Practice on Public Access to Official Information and would he further advise what steps, if any, departments have taken to improve their records management practice since the Code came into force on 20th January 2000?”

Would the Chief Minister advise whether the information asset register, approved by the States on 8th June 2004 up to date and includes **all** strategic and/or policy reports prepared by departments, and any report deemed to be public interest, together with the cost of preparation where these were provided by consultants?”

Answer

All departments keep a record of all information that they hold in either electronic or paper format, in accordance with paragraph 2.1.1(a) of the Code of Practice on Public Access to Official Information. In addition to this, departments make an annual return on requests for information which is presented to the States, the last time being 15th April 2010.

When the Code of Practice was agreed in 2000 by the States it was on the understanding that it could be implemented within the existing resources of departments. Within these parameters, and with the assistance of Jersey Heritage, departments have been working towards ensuring that good records management practice is followed, for example the development of retention schedules. Departments are aware that they have a duty of records management and within existing resources, improvements are being made on an ongoing basis.

The gov.je website contains a page called States Reports, previously known as the Information Asset Register, which holds a register of strategic and policy reports as well as other reports that are deemed to be of public interest (<http://www.gov.je/Government/Pages/StatesReports.aspx>). Departments are aware of the centralised reports section on the website and are therefore responsible for maintaining up to date records. Following the development of the new website the Information Services Department is working with departments to ensure all relevant information is uploaded onto the site. Copies of reports are also available in other parts of the gov.je website, including the sections on States departments and Ministerial Decisions.