

Infrastructure and Environment

Animal Health

Retention Schedule

[Updated February 2024]

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 Animal Health.

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 2029**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Pet Travel Control Sheets	10 years – Trending information to go to Archive	Review after 10 yr period	Archive Trending information	Period of retention may be set by EU legislation (10V)
Pet Passports	25 Years	Destroy		
Pet Travel Failures and approved carriers	3 Years	Destroy		Approved carrier documents held for 3 years following withdrawal from route. (10V)
Import and Export and associated documents (Animal and animal products/Reptile/Bees - NOT FISH)	10 years		Destroy	From Defra instructions - All returned copies of certificates must be filed with the relevant application form and associated documents, and retained for a period of three years
Import and Export and associated documents (Aquaculture only)	10 years	Destroy	None	(08V)
Approval of Semen and embryo export stores	3 years after de-registration	Destroy	None	(08V)


	retaining start and end dates with type of approval.			
Waste Food Applications & Licences and associated documents	6 years after expiry of licence	Destroy		(32V)
Abattoir / Animal Slaughter	3 years	Destroy		
Animal By Products	6 years after de-registration retaining start and end dates with type of approvals	Destroy		
Shellfish area classification records and associated documents	10 years	Archive	Archive	
Animal Registration Forms and associated correspondence	10 years after de-registration	Destroy		
Records from animal ID inspections under EU legislation	20 years	Destroy		
Animal Welfare (applications licensing, renewals, investigations & associated documents)	3 years after re-registration	Destroy		
Animal Welfare complaints	3 years	Destroy	None	
BSE case files (Movement restrictions, clinical and epidemiological investigations; Laboratory exams; Monitoring records; Work books etc..)	10 years	Transfer to Archive		Follows EU Legislation Keep copy in Department for 50 years
Notifiable Disease outbreak records (including Vaccine returns, but Excluding BSE)	10 years	Transfer to Archive		(02V) Keep copy in Department for 50 years
Notifiable disease surveillance and associated correspondence e.g. with Defra	10 years	Transfer to Archive		Keep copy in Department for 50 years

Veterinary Surgeons Law (Licences and associated correspondence)	5 years	Destroy		
Official veterinarian designations	10 years after individual de-registration	Destroy		
Legal / Policy / General Veterinary Legislation	10 years	Transfer to Archive		(01V) Keep copy in Department Indefinitely
Reports and Publications	5 years after superseded	Destroy when no longer in use - Copy to Jersey Archive	Archive	
Veterinary medicine licences	10 years	Destroy		23V
Dangerous dogs	10 years	Destroy		22V

APPROVED AND SIGNED ON BEHALF OF ANIMAL HEALTH BY:

Name	Signature	Position	Date
William Peggie		Group Director, Natural Environment	14/03/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	14/03/2024