

Infrastructure and Environment (I&E)

Animal Health (Incl States Vet)

Retention Schedule

August 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 the Department for Infrastructure and Environment (I&E).

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.

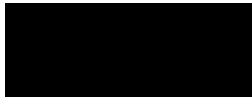
This schedule will be reviewed after 5 years. Date of next review: August 2029

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Pet Travel Control Sheets	Years	10	Archive Trending information	Period of retention may be set by EU legislation (10V)
Pet Passports	Years	25	Destroy	
Pet Travel Failures and approved carriers	Years	3	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)	Years	10	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)	Years	10	Destroy	(08V)

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Approval of Semen and embryo export stores	Years	3	Destroy	(08V) after de-registration retaining start and end dates with type of approval.
Waste Food Applications & Licences and associated documents	Years	6 after expiry of licence	Destroy	(32V)
Abattoir / Animal Slaughter	Years	3	Destroy	
Animal By Products	Years	6 after de-registration retaining start and end dates with type of approvals	Destroy	
Shellfish area classification records and associated documents	Years	10	Archive	
Animal Registration Forms and associated correspondence	Years	10 after de-registration	Destroy	
Records from animal ID inspections under EU legislation	Years	20	Destroy	
Animal Welfare (applications licensing, renewals, investigations & associated documents)	years	3 after re-registration	Destroy	
Animal Welfare complaints	Years	3	Destroy	
Teams Chat	Days	21	Destroy	This change affects everything under the Chat icon in Microsoft Teams. It includes any chats that have taken place within meetings and individual chats.
BSE case files (Movement restrictions, clinical and epidemiological	Years	10	Archive	Follows EU Legislation


Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
investigations; Laboratory exams; Monitoring records; Work books etc..)				Keep copy in Department for 50 years
Notifiable Disease outbreak records (including Vaccine returns, but Excluding BSE)	Years	10	Archive	(02V) Keep copy in Department for 50 years
Notifiable disease surveillance and associated correspondence e.g. with Defra	Years	10	Archive	Keep copy in Department for 50 years
Veterinary Surgeons Law (Licences and associated correspondence)	Years	5	Destroy	
Official veterinarian designations	Years	10 after individual de-registration	Destroy	
Legal / Policy / General Veterinary Legislation	Years	10	Archive	(01V) Keep copy in Department Indefinitely
Reports and Publications	Years	5 after superseded	Destroy when no longer in use - Copy to Jersey Archive	
Veterinary medicine licences	Years	10	Destroy	23V
Dangerous dogs	Years	10	Destroy	22V

APPROVED AND SIGNED ON BEHALF OF THE INFRASTRUCTURE AND ENVIRONMENT DEPARTMENT BY:

Name	Signature	Position	Date
William Peggie		Group Director, Natural Environment	12/09/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
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Linda Romeril		Archives and Collections Director, Jersey Heritage	26/07/2024
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