Infrastructure and Environment (I&E)

Biosecurity

Retention Schedule

December 2025

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: December 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
European Plant Protection Organisation (EPPO) – Colorado Beetle	Indefinite		Archive	Annual reports to be passed on to archive on production. Information needs weeding and nonrelevant data removed on an annual bases
GIS – Mapping. Pest and disease recording and monitoring. Invasive species recording and monitoring. Species monitoring	Indefinite		Destroy	Weed and destroy out of date information. Remove any personal information 5 years after confirmed eradication of invasive species Information on locations to be kept to assess trends and island spread. Species locations to be passed on to the biodiversity centre by

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				mapping and data officer
Technical and reference information (Genetic analysis, plant nutrition & pathology, potatoes, public health, 20 years Weed and destroy out of date information on an annual basis. None research, surveys, PSD)	Years	20	Weed and destroy out of date information on an annual basis	
Invasive specious monitoring and destruction	Years	10 after confirmed eradication at site	Archive	Annual report to be passed on to archive on production. Keep records of sites and type of invasive all personal information to be destroyed when no longer required. Information on locations to be kept to assess trends and island spread. Species locations to be passed on to the biodiversity centre by mapping and data officer.
Soil water and other analysis and results	Indefinite		Archive	Remove any personal information keep records of field water data analysis. Field data to be passed onto archive in a 5 year cycle Information on field data to be kept for long term trends Data to be held for 20 years before release as

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				then will have no commercial impact.
Potato cyst nematode - Analysis results	Indefinite		Archive	Remove any personal information keep records of PCN field data. Field data to be passed onto archive in a 5 year cycle PCN data required for long term trends Data to be held for 20 years before release as then will have no commercial impact.
Pesticide – general information and associated correspondence	Indefinite		Archive	Weed and destroy out of date information then transfer to archive on a 5 year cycle.
Lab casebook resultsAnalysis and diagnostic results, including photos	Indefinite	20 year review		Keep for Border Control records
Lab Procedures and SOPS general in-house correspondence.	Years	Review every 2		Weed and destroy out of date information.
Law / Policy / Technical Drafting documents (inc plant health regs)	Years	5 after superseded	Archive	Destroy when no longer in use inhouse. Working papers/correspondence files relating to new legislation or the updating of existing legislation. To be passed onto archive.
Pest and disease monitoring	Indefinite		Annual reports to be passed to archive on production.	Information required for annual reporting and long term trends. Any personal data removed when no longer required. Transfer to archive on a 5 year cycle

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Cites & International Legislation	Indefinite		Archive	Annual report to be sent archive on production.
CES – Application Forms, Claim forms and associated correspondence	Years	10 after claim 2 years for unsuccessful applications (example templates to Archive)	Templates and annual report sent to archive on production.	Information on areas of environmental improvements hedges row plantings, ponds to be mapped to show long term improvements no personal information kept. Annual report to be sent to archive on production
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.
Agricultural trials and research	Years	10	Destroy	Yearly Reports received by Jersey Archive
CRS – Application Forms, Claim forms and associated correspondence	Years	10 after claim 2 years for unsuccessful applications (example templates to Archive)	Destroy	Templates and annual report sent to archive on production. Information on areas of environmental improvements hedges row plantings, ponds to be mapped to show long term improvements no personal information kept. Annual report to be sent to archive on production

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

Name	Signature	Position	Date

Willie Peggie		Group Director, Natural Environment	09/12/25

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	04/12/2025