Infrastructure and Environment (I&E)

Crematorium

Retention Schedule

July 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 Infrastructure and Environment Department (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: July 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Crematorium Registers of Cremation	Years	20 years from completion of book	Transfer to Jersey Archive to arrange digitalisation of records starting with older books	Keep registers at Jersey Crematorium in Fireproof cabinet as in use daily. Legal requirement to as per Cremation (Jersey) Regulation 1961
Individuals' cremation documents (paper copies)	Days	Paper documents scanned daily to individuals' folder	Destroy paper documents once scanned	
Crematorium Spreadsheets giving details of cremations and links to individuals cremation documents (scanned/electronic copies)	Years	Indefinitely as live document	Transfer electronic copy to Jersey Archive on an annual basis	The application form, medical certificates and other forms specified in Schedules 1, 2, 3, 4, 5 and 6 of the Cremation

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
				(Jersey) Regulation 1961shall be kept at the crematorium for a period of not less than 10 years.
Cremations abroad where ashes are brought to Jersey for interment in our Rose Garden	Years	5 years for paper records Electronic Indefinitely as live document	Electronic version at crematorium Paper versions to Jersey Archive	
Cremation Statistics and Analysis	Years	1	Transfer a copy to Jersey Archive annually	
Books of Remembrance inscription forms and payment details	Year	1 year after date inscribed in the Remembrance Book	Paper copies destroyed once scanned and logged. Keep electronic copy for 1 year after inscription	
Books of Remembrance	Years	Indefinitely as live document	Keep and store securely at crematorium Microfilm copies to Jersey Archive Electronic copy available on-line and send digital copy to Jersey Archive annually	
Garden Plan allocation	Years	Indefinitely as live document	Keep and store paper securely. Scan copies periodically - transfer digital copy to Jersey Archive	Records of who is interred where in our rose garden
Financial Records spreadsheet with funeral director re billing information	Years	1	Destroy	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
(sent to Treasury and Exchequer to raise and take payment of invoices)				

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

Name	Signature	Position	Date
Ellen Littlechild		Group Director – Operations and Transport Infrastructure & Environment	03/07/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	04/07/2025