

Infrastructure and Environment (I&E)

Regulation, Development and Land

Retention Schedule

June 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: June 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Legal Vires				
Building Standards: Application forms Decisions Notices Approved Plans Site Visit Records Completion Notices Structural calculations and drawings	In perpetuity		Weed file - destroy out of date information. Transfer relevant files to Jersey Archive after 20 years.	The documents being retained constitute the register of building applications All other file contents destroy after 10 years. All applications in relation to Grade 1 listed and a small sample of other significant buildings showing either high public interest or construction innovation to be transferred to Jersey Archive after 20 years.

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Planning Applications: Application forms Decisions Notices Plans Officer Report or equivalent Details of minor amendments Request for Reconsideration Letters (RFR) RFR: Decision Notice RFR Officer Report or Equivalent RFR: Approved plans if applicable	In perpetuity		Weed file - destroy out of date information. Transfer relevant files to Jersey Archive after 20 years.	The documents being retained constitute the register of planning applications All other file contents destroy after 10 years. All applications in relation to listed or other significant buildings showing major projects or of high public interest to be transferred to Jersey Archive after 20 years with photographs and comments retained as well as the items in column 1.
Planning Appeals: Appeal notices Affidavits and appendices Court Submissions Appeal decisions	In perpetuity		Weed file - destroy out of date information. Transfer relevant files to Jersey Archive after 20 years.	The documents being retained constitute the register of building applications All other file contents destroy after 10 years. All applications in relation to listed or other significant buildings to be transferred to Jersey Archive after 20 years.


Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
<p>Land and Wildlife Compliance:</p> <p>Notices of breach Images showing breach Plans relating to breach Court Judgements Compliance Files (File notes Photos Data sharing requests for third party information Enforcement Reports and Notices Case Advice Case communications)</p>	In perpetuity		<p>Weed file - destroy out of date information. Transfer relevant files to Jersey Archive after 20 years.</p> <p>Move to document management / iLAP, then delete from shared network folder</p>	<p>The documents being retained constitute the following registers: Register of dangerous building notices Register of development notices Register of building applications Register of land condition notices</p> <p>All other file contents destroy after 10 years. All applications in relation to listed or other significant buildings to be transferred to Jersey Archive after 20 years.</p>
Law				
Law / Policy / Technical/ Guidance - Final and Draft documents	Years	5	Transfer to Jersey Archive	Required to be kept for business purposes to answer queries post implementation
Templates				
Planning, Building & Compliance Templates (letters, decision notices conditions, reasons)	Until superseded		Destroy out of date templates once superseded. Copy to be sent to Archive	Templates will be updated periodically to take account of changes in Law and Island Plan
Guidance				
Building Bye-law and Technical Guidance Documents	Until superseded		Destroy - send copy new By-law docs to Jersey Archive	
British Standard Documents and Other Guidance	Until superseded		Destroy old when replaced by new	
Building Standards Guidance Notes	Until superseded		Destroy - send copy new guidance to Jersey Archive	Internal notes that interpret law
Compliance Processes	Review annually		Destroy out of date processes	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Competent Scheme Notices (email - notifications)	Years	2	Destroy any notices over 2 years old	Copied to ILAP to be kept with application in perpetuity
Minister Dashboards / Reports / Statistics				
Minister Dashboards, Reports and Statistics	Year	5	Destroy/Delete -Copy to Jersey Archive	
Financial				
Fee Reconciliation Reports	Years	10	Destroy	Excel sheets for financing audits
Fee Schedules	Years	10	Destroy – Copy to Jersey Archive on production	Keep 10yrs worth for ease of reference for retrospective applications
Building Control				
Housing Completions	Years	10	Destroy	Excel spreadsheet – compiled annually
Product information	Years	10	Destroy	Building related product information
Technical reports	Until superseded		Check for any new reports every 6 months	Relates to Building Control methods
SAP calculator	Until superseded		Destroy old when replaced by new	Web tool used to produce energy rating documents
SER Documents	Until superseded		Destroy old when replaced by new	Structural Engineers Registration Scheme
Property Searches				
Legal Search Applications	Years	1	Delete	Details of requester contained in receipt of payment and property search response
Legal Search Replies	Years	10	Delete	These can be re-produced if necessary and we would not seek to prosecute breaches over 8 years
Taped Interviews (under Caution)	Years	6	Destroy	All tapes must be securely destroyed
Ministerial				


Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Public Ministerial Meeting and Planning Application Agendas	Year	1	Transfer to Jersey Archive	Agendas must be archived in line with corporate retention periods
Public Ministerial Meeting and Planning Application Minutes	Years	3	Delete	Minutes are also held by the States Greffe who have agreed they will archive these
Public Ministerial Meeting and Planning Application Meeting dates and deadlines	Year	1	Delete	Merely a list of dates when meetings are held
Public Ministerial Meeting and Planning Application Meeting Power Point presentations	Year	1	Delete	All data held elsewhere in variety of systems
Pre-App advice and Exempt work correspondence, on-line submission returned apps (post 2015)	Years	10	scan into document management - Destroy	As per Planning, Building and Compliance Retention Schedule
Online				
Publication Lists	Year	1	Delete	Only required in the event that a publication is questioned
Public on-line comments (J:drive)	Year	1	Delete	These are uploaded to the planning application and a back up copy is only required in the event that a publication is questioned
Consultation on-line comments (J:drive)	Year	1	Delete	These are uploaded to the planning application and a back up copy is only required in the event that a publication is questioned
Parish				
Misc. Parish Paper Files	Years	10	Transfer high profile cases to Jersey Archive, destroy remainder	As per Planning, Building and Compliance Retention Schedule

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Internal Processes				
Internal Procedure notes, process documents, forms and guidance docs	Review annually		Destroy old when replaced by new Copy of superseded policies to Jersey Archive.	How to use our systems, how to process a planning application, procedure, etc Guidance will be updated to take account of changes in Laws and processes To be retained if relevant to current practice
Periodicals				
Periodicals paper only	Year	1	Destroy	

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

Name	Signature	Position	Date
Kelly Whitehead		Group Director - Regulation	10/06/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	10/06/2025