Infrastructure and Environment (I&E)

Engineering and Development

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 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: December 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
General – All teams				
Team meeting minutes	Years	10	Destroy	High level meetings transfer to Jersey Archive
Timesheets	Years	1	Destroy	
All finance budgets, bids for funding, capital budget decisions, budget control & cost plans	Years	10 from completion of project	Transfer to Jersey Archive	
Policy, strategy and operational procedure development documents	Years	10	Transfer to Jersey Archive	
Sustainable Transport-related decisions	Years	10	Transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Law Officer legal advice	Years	10 from project end	Transfer to Jersey Archive as part of project file	
Law drafting – Ministerial Decisions & consultations re draft legislation	Years	10 from project end	Transfer to Jersey Archive	
Parish Speed & traffic order requests, correspondence, surveys, data analysis, public consultations and schemes	Years	10	Destroy	Transferred to Jersey Archive from the Parishes
Consultations and preparatory paperwork for Development Control re planning applications	Years	10 after project completion	Transfer to Jersey Archive as part of complete project file	
Project proposals – approved	Years	10 after completion of project	Transfer to Jersey Archive	
Project proposals – rejected or deferred	Years	5 after rejection or deferral	Destroy	*See variations below
Project initiation documents –brief or statement of requirements, business case, scope, plan, presentations, Project Quality Plan, timetable, available resources and budget, risk assessment, compliance assessments, project approval	Years	10 after completion of project	Transfer to Jersey Archive as part of complete project file	
Feasibility studies – working papers, draft reports and correspondence	Years	2 after completion of project	Destroy	
Final feasibility report – approved	Years	10 after completion of project	Transfer to Jersey Archive as part of complete project file	
Small scheme final feasibility report – rejected or deferred	Years	20 after rejection or deferral	Destroy	I&E schemes can often take considerably more than 5yrs before coming to fruition

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Large scheme documentation - rejected or deferred	Years	20 after rejection or deferral	Transfer to Jersey Archive	*This could be a longer time period for schemes within the Transport Planning team
Specifications and statements of requirements – provisional/ proposed/ draft	Years	5 after completion of project	Destroy	
Specifications and statements of requirements – final	Years	20 after completion of project	Transfer to Jersey Archive	
Project plans – preliminary/proposed, final contract plans or drawings	Years	20 after completion	Transfer to Jersey Archive	
Contractor/supplier/product selection – standing approved list	Current		Destroy when new list issued	
Contractor/supplier/product selection - requests for information or proposals or invitation to tender	Years	10 after completion of project	Destroy	
Contractor/supplier/product selection – responses/ tender & evaluation reports – approved	Years	20 after completion of project	Transfer to Jersey Archive	
Contractor/supplier/product selection – responses/tender and evaluation reports – rejected	Years	5 after rejection	Destroy	
Contractor/supplier/product selection – minutes and record set of papers of tender board or selection process	Years	10 after completion of project	Transfer to Jersey Archive	
Contractor/supplier/product selection – tender board working papers and duplicates/drafts of above	Years	2 after completion of selection process	Destroy	
Contracts and agreements for supply or work	Years	10 after completion of contract	Transfer to Jersey Archive	
Bills of quantities	Years	20 after	Transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
		completion of project		
Maps, plans and drawings – working and other copies, shop drawings etc	Years	5 after completion of project	Destroy	
Maps, plans and drawings – master set or as-built drawings, including M & E and structural drawings, where these differ from contract drawings	Years	20 after completion of project	Transfer to Jersey Archive	
Artistic impressions / Photographic records	Years	20 after completion of project	Transfer to Jersey Archive	
Correspondence and papers relating to variations in specifications	Years	10 from completion of project	Destroy	
Financial documents – total budget and budget control, cost plans	Years	10 from completion of project	Transfer to Jersey Archive	
Project development – records of testing of equipment, supplied goods or materials and site records	Years	10 from completion of project	Destroy	
Project development – project schedules incl. contingency and backup plans	Years	10 from completion of project	Destroy	
Project development – interim certificates/sign-off of work completed	Years	20 from completion of project	Transfer to Jersey Archive	
Health and safety records - other than those finalising project files			Various	See generic schedule for Health and Safety Records
Project Management and Project Boards – minutes and reports	Years	20 from completion of project	Transfer to Jersey Archive	
Project Management and Project Boards – general correspondence	Years	5 after completion of project	Destroy	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Project Management – site meeting minutes	Years	10 after completion of project	Transfer to Jersey Archive	
Project evaluation and final reports	Years	10 after completion of project	Transfer to Jersey Archive	
Product descriptions	Years	5 after completion of project	Destroy	
Product operating manuals	Retain whilst current		Destroy	
Claim and arbitration records incl. third party claim files	Years	40	Transfer to Jersey Archive	In line with insurer's retention schedule
Site/Measured Surveys	Included within project file		Transfer to Jersey Archive	
Structural reports including work by sub-contractors	Years	10	Transfer to Jersey Archive	
Traffic modelling incl. associated papers	Years	10	Transfer to Jersey Archive	
Asset inventory information (records change to an asset by an individual project that over time generates the history of change to the asset)	Annual GIS snapshot		Share with Jersey Archive	

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

Name	Signature	Position	Date
Ellen Littlechild		Group Director - Operations & Transport	16/12/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	16/12/2025