



**Infrastructure & Environment - Environmental and Consumer Protection
Retention Schedule
September 2023**


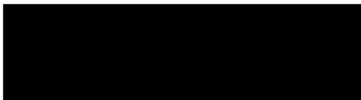


Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, the length of time these records need to be retained for and the eventual disposal 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. 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: September 2028

Series title	ECP Retention Period	Action required by ECP	Notes
Records			
Complaints and Enquiries	3 years after record closure	Transfer cases involving personal injury, potential to have significant environmental impact and a sample showing the variety of cases, selecting cases of public interest to Archive Provide Jersey Archive with an annual summary of the case statistics then delete and destroy the remainder of the records	Cases involving personal injury / potential to have significant environmental impact should be transferred to Jersey Archive 3 years after record closure - they can be retrieved by the department if necessary. Jersey Archive to take all records from legacy system before it is decommissioned
Incident and intelligence reporting	5 years from record closure	Transfer all Category 1 and significant incident data to Jersey Archive Destroy the remaining records	On the assumption that Category 1 are most serious incidents.
Infectious Disease investigations (ID Cases)	5 years after case closure	Transfer to Jersey Archive	On the assumption that investigations are carried out only when the incident is of a serious nature or has a high public profile.

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Compliance cases including statutory notices, forfeitures and destruction orders	10 years after case closure	Transfer a sample to Jersey Archive showing the variety of cases and selecting cases of public interest. Transfer all cases involving personal injury or potential to have significant environmental impact. Provide Jersey Archive with an annual summary of the case statistics then delete and destroy the remainder of the records where appropriate.	Cases transferred to be closed for 75 years under personal data exemption.
Sampling and Monitoring Programmes not associated with cases	10 Years	Transfer to Jersey Archive	
Private Water Supply analysis	10 Years	Transfer to Jersey Archive	
Weights and Measures Assets and Test Registry	3 years	Provide Jersey Archive with an annual statistical summary of the records and then delete and destroy	
Certificates			
Certificates of testing Jersey Standards of measurement	5 years from date of issue	Transfer to Jersey Archive	
Export Health	5 Years from date of issue	Destroy	
Ship Sanitation	5 Years from date of issue	Destroy	
Schemes			
Rent Safe	3 years after leaving the scheme	Annual snapshot of membership to Jersey Archive then delete any applications and associated records 3 years after leaving the scheme.	
Eat Safe	3 years after business closure	Annual snapshot of membership to Jersey Archive then delete any associated records 3 years after business closure.	
Licensing, Registration, Permits, Permissions notices and all associated records			
Licensing (Jersey) Law 1974	2 Years	Destroy	On assumption that Jersey Archive will already pick up Licensing registrations through court records
Public Health and Safety (Rented Dwellings) (Licensing) (Jersey) Regulations 2023	6 Years	Destroy	On assumption that Jersey Archive will already pick up Licensing registration report through States Assembly
Food Safety (Jersey) Law 1966	3 years after business closure	Destroy	

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Tourism (Jersey) Law 1948	2 Years	Transfer annual summary of registration data to Jersey Archive	Regulation Team to select appropriate fields to be included e.g. bed count
Places of Refreshment (Jersey) Law 1967	2 Years	Transfer annual summary of registration data to Jersey Archive	
Policing of Beaches (Jersey) Regulations 1959 - beach concessions, beach parking	2 Years	Transfer annual summary of registration data to Jersey Archive Destroy Beach Parking Permits	
Waste Management (Jersey) Law 2005 Licences	10 years after licence surrender	Transfer annual summary of registration data to Jersey Archive	
Waste Management (Jersey) Law 2005 Trans frontier Shipments	5 years after recovery / disposal is complete	Transfer annual summary of registration data to Jersey Archive	
Waste Management (Jersey) Law 2005 Registered waste carriers and waste movements within Jersey	3 years after registration surrender or movement is complete	Destroy	
Water Pollution (Jersey) Law 2000 Water Discharge Permits	5 years after revocation of permit	Transfer annual summary of registration data to Jersey Archive	
Water Resources (Jersey) Law 2007 Water Abstractions	10 years after revocation of license	Transfer annual summary of registration data to Jersey Archive	
Technical Reports			
Planning Consultee Responses	5 years	Destroy	
Research, Campaigns and Statistics			
Surveys	5 Years after survey closure	Transfer results of surveys to Jersey Archive e.g. reports, data Destroy individual responses	
Campaigns	5 Years after campaign date	Transfer campaign set up information, promotion and literature and any analysis of results to Archive, destroy the remaining records	
Policy, Legislation and Administration			
Policy, Strategy and Legislation development and documentation	5 Years after superseded	Transfer to Jersey Archive	
Procedures and Guidelines	5 Years after superseded	Transfer Jersey specific guidance to Jersey Archive	
APPROVED AND SIGNED ON BEHALF OF ENVIRONMENTAL AND CONSUMER PROTECTION BY:			

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Name	Signature	Position	Date
Kelly Whitehead		Group Director Regulation	15/11/2023
APPROVED AND SIGNED BY JERSEY ARCHIVE:			
Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	26/09/2023