Infrastructure and Environment (I&E)

Head Office

Retention Schedule

May 2026

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: May 2031

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
All Head Office Staff - General Correspondence, including email	Years	5	Destroy	On the assumption that any significant correspondence is saved in project file
SLT Meeting minutes	Years	3	Destroy meeting minutes/action points	Brief action points – high level issues will be escalated
Photographs	Years	10	Destroy	Employee internal Photographs
Enquiries, Complaints & Responses	Year	1		In accordance with the CFMS retention schedule managed by CLS
Corporate Operations				
Finance: working budget sheets, general invoices, purchase cards transaction docs	review annually (keep one full year)		Destroy	All documents also held by Finance or in Connect Finance
Departmental events	Years	2	Destroy	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Data Request SAR Data Disclosure (Police, Insurance etc)	Year	1 plus current year	Archive copy of Data Access Requests register	On the assumption that Jersey Archive will receive copies through Central DPU
Freedom of Information/ FOI Internal Review requests, associated correspondence	Years	2 plus current year	Archive copy of Freedom of Information register	On the assumption that Jersey Archive will receive copies through Central Freedom of information unit
Information Security - Data Breach/ Incidents	Years	1 plus current year	Destroy	On the assumption that Jersey Archive will receive copies through Information Security
Information Security - Asset Information	Live Document		Review annually	
JOIC cases	Years	10	Destroy - High profile cases to be reviewed by Archive	
DPIA's/ DPA's/ DSA's/ Article 18	Live Document		Review annually / when required	Live during project life cycle
Surveys (Internal)	Years	2	Destroy	
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.
Management Items				
Strategy and Business: business planning, reports, risk registers, business continuity background papers, associated correspondence	5 years		Weed and Archive - High level business plan to Jersey Archive	Risk register and business continuity captured centrally
Bookings, contracts and utilities				

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Bookings: accommodation, travel, meals and entertainment – bookings, and general correspondence	Months after event taken place or payment made	6	Destroy	All documents also held by Finance
Cross Departmental Records				
All Financial Records				Please refer to Finance Manual
All HR and Training Records				Please refer to People and Corporate Services Retention Schedule
Contracts				Please refer to People and Corporate Services Retention Schedule
Projects (Construction)				Please refer to Generic Construction Projects Retention Schedule
Health and Safety Records				
Accident, incident and near miss reports	Years	Retain for 6 years from the date of incident 25 years if it involves a minor	Destroy	Retain for 6 years from the date of incident 25 years if it involves a minor
Risk Assessments	Years	6	Archive	Keep for 6 years or as long as they remain relevant, superseded
Health Surveillance	Years	40 Years	Destroy	In line with COSHH, Control of Lead at work, Asbestos Regs
COSHH Assessments	Years	40 Years	Destroy	In line with COSHH regulations

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Fire Safety Records	Years	6 Years	Destroy	In line with Regulatory Reform (Fire Safety)
Training Records	Years	3-6 Years depending on the nature of the training	Destroy	Depending on the nature of the training
Work Place Inspections/Audits	Years	3-6 Years	Destroy	Based on risk
Incident Investigations	Years	6 Years	Destroy	For Potential legal claims
Health and Safety policies/minimum standards	Years	6 Years	Destroy	Minimum of 6 years after they are superseded or become obsolete
Communications				
Communication Strategy and Plans	Years	5	Transfer to Jersey Archive annually	
Policies and procedures e.g. Media and Social Media	Retain until superseded		Transfer a copy of each and any new policies to Jersey Archive	Email to accessions@jerseyheritage.org
Final Press Releases	Years	5	Ensure Jersey Archive is on email circulation list for embargoed and not embargoed emails	Archive from email List. Emailed to accessions@jerseyheritage.org at same time as sent to media
Briefing Notes for Ministers and Departments	Years	5	Transfer to Jersey Archive	MSU do most of these
Speeches	Years	5	Transfer to Jersey Archive	They are all online
Brand and editorial guidelines (Marketing and design section)	Retain until superseded		Transfer a copy of each and any new guidelines to Jersey Archive	Email to accessions@jerseyheritage.org

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Advice on Public Awareness Campaigns – marketing materials and literature	Years	5	Review and destroy	Archive will receive marketing items directly from relevant States Departments
Internal Communications Projects	Years	2	Review. Sort through electronic files to remove duplicates and transfer sample of significant projects to Jersey Archive	Email to accessions@jerseyheritage.org
Comms Team Social Media	Years	5	Destroy	Archive will take snap shots of the website
Articles written for external publication (online and print)	Years	5	Transfer to Jersey Archive	
Images - infrastructure projects, island landscapes, keeping the island campaigns (highlighting our career pathways, departmental services featuring employees), maps and plans	Retain while in use		Review and transfer significant images, e.g.	

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

Name	Signature	Position	Date
Stephanie Knight		Head of Governance & Change	07/05/2026

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	06/05/2026