

Health and Safety Inspectorate: Retention Schedule

February 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 Health and Safety Inspectorate.

The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavor 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 as often as may be appropriate but no longer than every 5 years.


Please note destruction dates should be calculated from the end date of the file, e.g. a file dated 1990 - 1998 and due for destruction after 10 years should be destroyed in January 2009.

File Title	Retention Period	Action by Department
Annual Reports	Retain for 10 years	Available online and send copy to accessions@jerseyheritage.org on production
Asbestos: Plan of work relating to licenced asbestos work	Retain for 1 year	Destroy
Asbestos: Licence application documents	Retain for 10 years (min)	Destroy
Asbestos: Notification of licenced asbestos removal work log	Retain for 5 years	Destroy
Complaints database	Retain for 5 years	Destroy
Development of legislation papers	Retain for 10 years	Transfer to Jersey Archive


Employer files includes letters to duty holders, prohibition and Improvement notices (including schedules) and associated records (including correspondence & photographs	Retain for 5 years from date of document	Destroy
Entertainment event plans	Retain for 5 years	Destroy
gov.je HSI updates	Retain for 10 years	Destroy
Initiatives, projects, circulars	Retain for 10 years	Weed and transfer to Jersey Archive
Inspector note books	Retain for 3 years	Destroy
Interview recording media: Working copy	Retain until case closed & appeal period expired	Destroy
Interview recording media: Master	Destroy if no prosecution, otherwise forms part of prosecution file	Transfer to Jersey Archive if part of prosecution file (see below)
Investigation log (log of regulatory activities)	Retain for 5 years	Destroy
JE pie: Electrical disconnection certs	Retain for 5 years	Destroy
JE plc: Damage reports	Retain for 5 years	Destroy
Local and non-local group files	Retain for 5 years	Review and Destroy unless historical/political importance, whereby consider transfer to Jersey Archive
Log of prosecutions	Retain indefinitely	Transfer to Jersey Archive
Minutes: - HSI team meetings - Non-HSI team meetings	Retain for 5 years	Destroy as action points/internal notes

Notification of major construction projects database	Retain for 10 years	Destroy
Numerical log of contacts	Retain for 3 years	Destroy
Photographs	Retain as appropriate (on a case by case basis)	Destroy
Policies - Internal	Retain until superseded	Transfer e-copy when significantly updated
Prosecution Files	Retain for 5 years after case' closed	Weed and transfer to Jersey Archive
Regulatory Reports	Retain for 10 years	Review and destroy
Microsoft Teams Chat	Retained for 21 days	Deleted
General correspondence, including emails	Retain until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails Deleted emails archived on server for 5 years
Telephone call log	Retain for 3 years	Destroy

APPROVED AND SIGNED ON BEHALF OF HEALTH AND SAFETY INSPECTORATE:

Name	Signature:	Position:	Date:
Elaine Harbour		Director, Health & Safety Inspectorate	10.02.25

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature:	Position:	Date:
Linda Romeril		Archives and Collections Director, Jersey Heritage	24/02/2025