JERSEY HERITAGE

Government of JERSEY

Infrastructure and Environment (I&E)

Jersey Car Parks Retention Schedule

March 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: March 2031

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Correspondence, photographs, parking appeals and parking fine information	In perpetuity		N/A	anonymised after 5 years Correspondence, photographs, parking appeals and parking fine information
Annual statistics of year-on-year performance	Years	10		Transfer to Jersey Archive annually
ANPR Automatic Number Plate Recognition information at Sand Street			N/A	Overwrites at 90 days or 50,000 registration plate reads, whichever is first
CCTV footage within car parks			N/A	30 days and automatically overwritten
Lift safety checks including certification	Retain whilst in administrative use		Destroy	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Body worn camera footage				28 days and automatically overwritten
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.

APPROVED AND SIGNED ON BEHALF OF THE DEPARTMENT FOR STRATEGIC POLICY, PLANNING AND PERFORMANCE BY:

Name	Signature	Position	Date
Ellen Littlechild			16/12/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	04/03/2026