Department of the Environment
Retention periods for information processed by the **Historic Environment section**

Records	Retention Period	Action by Dept if required	Action by Jersey Archive
Listing records			
Listing process (key documents): Reports, Decision summaries (Delegated and Ministerial), Listing schedules and Notices (of Intent to List; and of Listing/ Not Listing)	Key documents stored electronically and to be retained in perpetuity	All file contents, including associated images, to be weeded and offered to Jersey Archive after 10 years	Archive relevant files
Listing appeals (key documents): Appeal notices; reports, statements, affidavits and appendices; appeal decisions	Key documents stored electronically and to be retained in perpetuity	All file contents to be weeded and offered to Jersey Archive after 10 years	Archive relevant files
Listing procedures manual	Retain until reviewed	Archive Copy	Archive
Other HE records			
Project development: records associated with the development of a project including business case; funding proposals and bids; background reports; notes of meetings; general correspondence; consultation and engagement outcomes; audit trail of decision-making	Six months after subsequent review of outcome	All file contents to be weeded and offered to Jersey Archive after 3 years (unless current version of project/outcome has yet to be reviewed)	Archive relevant files
Project management: records associated with management of a specific project e.g. Gantt chart; spreadsheets; databases; meeting notes; budget reports; general correspondence; monitoring of performance and associated decision-making	Six months after subsequent review of outcome	All file contents to be weeded and offered to Jersey Archive after 3 years (unless current version of project/outcome has yet to be reviewed)	Archive relevant files
Heritage management agreements: correspondence; notes of meetings; file notes; decision-making; and management agreements	Six months after subsequent review of outcome	All file contents to be weeded and offered to Jersey Archive after 3 years (unless current version of project/outcome has yet to be reviewed)	Archive relevant files

Last reviewed 17/11/2014