

## Department of the Environment

### Retention periods for information processed by the **Animal Health and Welfare section**

| Records   | Retention Period  | Action by Dept if required   | Action by Jersey Archive |
|---|---|--|--------------------------|
| Pet Travel Control Sheets   | 10 Years  | Review after 10 year period  | None                     |
| Pet Travel Failures and approved carriers   | 3 Years   | Destroy  | None                     |
| Import and Export and associated documents (Animal and animal products/Reptile/Bees - (Not fish))   | 3 year  | Weed to find historic key documents for Transfer to Archive. Delete remainder          | Archive                  |
| Import and Export and associated documents (Fish only)  | 5 years   | Destroy  | None                     |
| Approval of Semen and embryo export stores  | 3 years after de-registration retaining start and end dates with type of approval.                                      | Destroy  | None                     |
| Waste Food Applications & Licences and associated documents   | 3 years after expiry of licence   | Weed to find historic key documents for Transfer to Archive. Delete remainder          | Archive                  |
| Abattoir / Animal Slaughter   | 3 years (provided no on-going Enforcement issues)   | Destroy application forms and licences. Weed associated documents and offer to Archive | Archive                  |
| Animal By Products  | 3 years after de-registration retaining start and end dates with type of approvals                                      | Destroy  | None                     |
| Shellfish area classification records and associated documents  | 10 years  | Weed and Archive   | Archive                  |
| Animal Registration Forms and associated correspondence   | 10 years after de-registration for cattle, goats, pigs, sheep.<br>3 years for other species (unless notifiable disease) | Destroy  | None                     |
| Records from animal ID inspections under EU legislation   | 10 years  | Destroy  | None                     |
| Animal Welfare (applications licensing, renewals, case files & associated documents)  | 10 years  | Weed to find historic key documents for Transfer to Archive. Delete remainder          | Archive                  |
| Animal Welfare complaints   | 3 years   | Destroy  | None                     |
| BSE case files (Movement restrictions, clinical and epidemiological investigations; Laboratory exams; Monitoring records; Work books etc..) | 7 years   | Review and transfer records of historic interest to Archive.                           | Archive                  |
| Notifiable Disease outbreak records (including Vaccine returns, but Excluding BSE)  | 10 years  | Weed to find historic key documents for Transfer to Archive. Delete remainder          | Archive key documents    |
| Notifiable disease surveillance and associated correspondence e.g. with Defra   | In perpetuity (Review for archival material every 10 years)   | Transfer key documents to archive  | Archive key documents    |
| Veterinary Surgeons Law (Licences and associated correspondence)  | 3 Years   | Destroy  | None                     |
| Official veterinarian designations  | 3 years after individual de-registration  | Review and transfer records of historic interest to Archive.                           | Archive                  |
| Legal / Policy / General Veterinary Legislation   | 5 years after superseded  | Review in 2 years with a view to weed and Archive                                      | Archive                  |