

Department of the Environment

Retention periods for information re **Bookings, Contract and Utilities Operations section**

Records	Retention Period	Action by Dept if required	Action by Jersey Archive
Bookings: accommodation, travel, meals and entertainment – bookings, and general correspondence	6 months after event taken place or payment made	Destroy	None
Facilities: – ie building grounds and equipment maintenance incl repairs, general maintenance, contractors, utilities invoices etc..	3 Years	Offer to property holdings / destroy	None
Lease cars: general correspondence and associated documents (excluding copy driving licences)	1 year after expiry of lease	Destroy	None
Managed print: call outs, toner replacement requests, general correspondence	1 year	Destroy	None
Telephones: mobile and land lines (purchase, scripts, general correspondence)	2 years	Delete out of date scripts. Destroy monthly billings and old correspondence	None

Last reviewed 07/10/2014