

Department of the Environment

Retention periods for information processed by the **Environmental Health section**

Records	Retention Period	Action by Dept if required	Action by Jersey Archive
Multi-agency meeting minutes where EH is the lead department	5 years	Transfer minutes of high-level /policy /strategy/steering group meetings to Jersey Archive. Destroy low level meeting minutes/action points	Archive
Strategies, Reports and Statistics (Unpublished)	5 years Statistical reports kept 20 years by HIU	Transfer to Jersey Archive by HIU	Archive
Strategies, Reports and Statistics (Published)	5 years Statistical reports kept 20 years by HIU	Transfer copy to Jersey Archive on publication by HIU	Archive
Annual Reviews	5 years	Destroy	None
Policies, Procedures and Guidelines (Jersey specific)	Until superseded	Transfer copy of any significant documents and updates to Jersey Archive - destroy remainder	Archive
Policies, Procedures and Guidelines (non-Jersey specific)	Until superseded	Destroy	None
Public awareness campaigns, campaign leaflets, flyers and other promotional material.(e.g Bowel cancer, 'Stoptober'. 'Eat Safe', 'How not to be a Noisy Neighbour')	5 years	Transfer copy to Jersey Archive on production - destroy any older than 5 years	Archive
Summary Research Documents	5 years	Weed and Transfer overview and relevant documents to Jersey Archive - Destroy remainder	Archive
Customer Complaints (complaints data base)	2 years after close of complaint 5 years if complaint leads to prosecution	Destroy	None
Food-borne infectious diseases statistics	5 years	Transfer to Jersey Archive	Archive
Fish certificates and correspondence (Relaying of oysters and mussels in a different country)	10 years	Destroy	None
Export Certificates (Animal products exported to Europe, Asia, Middle East etc. EG milk, cheese, yoghurt, oysters, mussels etc)	10 years	Destroy	None

Last reviewed 27/07/2016