

Department of the Environment

Retention periods for information processed by the **Environment Policy Team**

Records	Retention Period	Action by Dept if required	Action by Jersey Archive
Home Energy Scheme Contractor and third parties (i.e. EST) works order documents / contracts / invoicing / tender documents	10 years from the closure of the Home Energy Scheme (31.12.2015)	Review after 10 years with view to destroy	None
Home Energy Scheme householder grant application forms	10 years from the closure of the Home Energy Scheme (31.12.2015)	Review after 10 years with view to destroy	Archive document template
Home Energy Scheme grant eligibility assessments, works permissions, all applicant correspondence and completion documents (i.e. Building Bye Law completion & CIGA certificates)	10 years from the closure of the Home Energy Scheme (31.12.2015)	Review after 10 years with view to destroy	Archive document templates
Community Buildings Programme grant application forms, grant agreement letters / permissions, all organisation correspondence and grant eligibility assessments	10 years from the closure of the Community Buildings Programme	Review after 10 years with view to destroy	Archive document templates
Meeting agendas and minutes (including supporting documents / reports) e.g. Jersey Energy Trust Board	5 years from the closure of the relevant project board/group e.g. Home Energy Scheme (31.12.2015)	Transfer to Archive	Archive
Legal / Policy / General Legislation documents/stragey documents To include documents such as the rationale for setting up grant scheme / EES Framework, strategic origins, audits, corporate governance, eco active declarations, complaint cases and MDs.	10 years	Transfer to Archive.	Archive
General Reports, Publications, campaigns and research projects (i.e. JHLM & HEC tool info, annual reports)	10 years	Copy to Jersey Archive Destroy when no longer in use	Archive

Cities & International Legislation	Indefinatley	None	None
Eco accreditations local business (including non-SOJ schools) eco active documents (including application forms, certificates and renewals)	5 years - sample to Archive, remainder to be destroyed	CRM records to be deactivated 1 year after no correspondance then record deleted 4 years following deactivation	None
Eco accreditations SOJ and SOJ schools eco active documents (including application forms, certificates and renewals)	5 years - sample to Archive, remainder to be destroyed	CRM records to be deactivated 1 year after the eco active States programme ends or if a SOJ department / school no-longer exists.	None