

## Infrastructure, Housing and Environment

### Markets section

### Retention Schedule

[Updated February 2024]

*Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, the length of time these records need to be retained for and the eventual disposal of the information – either to the Jersey Archive for permanent preservation or to be confidentially destroyed.*

*This schedule applies to all records, whether paper or electronic that are produced by the Markets section.*

*The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.*

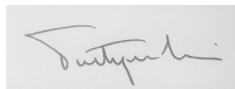
This schedule will be reviewed after 5 years. **Date of next review: February 2029**

Records in Series	Retention	Action by Jersey Markets	Action by Jersey Archive	Notes
<b>Market Tenancy Approvals and Due Diligence</b>				
Photographic ID of tenant and company statutory documentation e.g. Certificate of Incorporation	Retain until 6 months after the cessation of the market tenancy	Destroy securely	None	
All other due diligence items in	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	None	
Market Tenants Approval Panel minutes and correspondence	Retain for 10 years after Market Tenants Approval Panel decision re tenant application	Transfer to Jersey Archive	Archive	
Due diligence checklist form	Retain until 6 months	Destroy securely	None	


	after Market Tenants Approval Panel decision re application			
Credit checks	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	None	
DBS checks	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	None	
Correspondence regarding due diligence	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	None	
<b>Application Forms (Other)</b>				
Market tenancy application form	Retain until 6 months after the cessation of the market tenancy	Destroy	None	
Application re Pop Up Shop	Retain until 6 months after the cessation of the market tenancy	Destroy	None	
Market access request form	6 months	Destroy	None	
Parking application	Retain until 6 months after the cessation of tenancy	Destroy	None	
Other application forms	6 months	Destroy	None	
<b>Tenant Records</b>				
General correspondence	20 years	Destroy	None	
Rental records	20 years	Transfer to Archive	Archive	
Rental correspondence	20 years	Destroy	None	

Financial records e.g. bank details (on parking request form)	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy	None	
<b>Health and Safety Records</b>				
Tenant site inspection/maintenance records	12 years	Review and destroy	None	
Correspondence re site checks and maintenance	12 years	Review and destroy	None	
Photographs in relation to site visits/maintenance	20 years	Transfer to Archive and identify any parties in the photograph if known	Archive	
<b>Disciplinary Records for Tenants</b>				
Minutes of tenant disciplinary meetings	12 years	Review and destroy	None	
Tenant disciplinary records	12 years	Review and destroy	None	
<b>Photographs</b>				
General photographs of the markets	20 years	Transfer to Archive and identify any parties in the photograph if known	Archive	
<b>CCTV</b>				
Footage from CCTV cameras	Retain for 28 days	Destroy	None	

**APPROVED AND SIGNED ON BEHALF OF JERSEY MARKETS BY:**

Name	Signature	Position	Date
Tim Daniels		Director of Property	27/02/2024

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	26/02/2024