

Department of the Environment

Animal Health

Retention Schedule

[Updated September 2015]

*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 Animal Health.*

*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.*

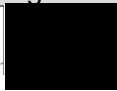
This schedule will be reviewed after 5 years. **Date of next review: September 2020**

| Records in Series   | Retention                     | Action by Department  | Action by Jersey Archive | Notes   |
|---|-------------------------------|---|--------------------------|---|
| Pet Travel Control Sheets   | 10 Years                      | Review after 10 yr period   | None                     | Period of retention may be set by EU legislation (10V) (Ashley checking with Defra as records need to be kept for length of time animal alive)                                    |
| Pet Travel Failures and approved carriers   | 3 Years                       | Destroy   | None                     | Approved carrier documents held for 3 years following withdrawal from route. (10V)  |
| 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                  | From Defra instructions - All returned copies of certificates must be filed with the relevant application form and associated documents, and retained for a period of three years |
| Import and Export and associated documents (Fish only)  | 5 years                       | Destroy   | None                     | (08V)   |
| Approval of Semen and embryo export stores  | 3 years after de-registration | Destroy   | None                     | (08V)   |

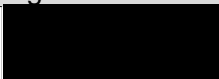
|   |  |  |         |  |
|---|--|--|---------|--|
|   | retaining start and end dates with type of approval.   |  |         |  |
| Waste Food Applications & Licences and associated documents   | 3 years after expiry of licence  | Weed to find historic key documents for Transfer to Archive. Delete remainder          | Archive | (32V)  |
| Abattoir / Animal Slaughter   | 3 years (provided no on-going Enforcement issues)  | Destroy application forms and licences. Weed associated documents and offer to Archive | Archive | Abattoir (DFI) hold records of animals slaughtered and these records covered by DFI retention Schedule |
| Animal By Products  | 3 years after de-registration retaining start and end dates with type of approvals                                   | Destroy  | None    | Currently UK Regs - Jersey ABP order being drafted.  |
| 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. 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; | 7 years  | Review and transfer records of historic interest to Archive.                           | Archive | Follows EU Legislation   |

|  |   |   |                       |       |
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| Monitoring records;<br>Work books etc..)   |   |   |                       |       |
| 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 | (02V) |
| Notifiable disease surveillance and associated correspondence e.g. with Defra      | In perpetuity (Review for archival material every 10 yrs) | 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                             |                       | (01V) |

**APPROVED AND SIGNED ON BEHALF OF ANIMAL HEALTH BY:**

| Name         | Signature   | Position  | Date       |
|--------------|---|---|------------|
| Andrew Scate |  | Group Director, Growth, Housing and Environment | 12.05.2015 |

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

| Name          | Signature   | Position   | Date       |
|---------------|---|--|------------|
| Linda Romeril |  | Archives and Collections Director, Jersey Heritage | 04.09.2015 |