

Infrastructure and Environment

Regulation Directorate

Building Standards

Retention Schedule

[Updated December 2023]

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 Building Standards..


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: December 2028**

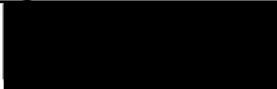
Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Law / Policy / Technical/ Guidance - Final and Draft documents	5 Years after superseded	Transfer to Jersey Archive	Archive	Required to be kept for business purposes to answer queries post implementation
Building Application Form Templates	Until superseded	Destroy - send copy new template to Archive	Archive new template	
British Standard Documents and Other Guidance	Until superseded	Destroy old when replaced by new	None	
Building Standards Guidance Notes	Until superseded	Destroy - send copy new guidance to Archive	Archive new guidance	Internal notes that interpret law
Building Bye-law and Technical Guidance Documents	Until superseded	Destroy - send copy new By-law docs to Archive	Archive new By-law docs	
Checklists	Until superseded	Destroy old when replaced by new	None	

Competent Scheme Notices (email - notifications)	2 years	Destroy any notices over 2 years old	None	Copied to ILAP to be kept with application in perpetuity
Databases	Update 6 monthly	Update every 6 months	None	These are names and addresses of Stakeholders for mail merges
Fee Reconciliation	2 years	Destroy	None	Figures kept in ILAP and JDE if reconciliation needs to be re-produced.
Fee Schedules	10 years	Destroy – send copy of new schedules to Archive annually	Archive	Keep 10yrs worth for ease of reference for retrospective applications
Housing Completions	10 years	Destroy	None	Excel spreadsheet – compiled annually
Product information	10 years	Destroy	None	Building related product information
Technical reports	Until superseded	Check for any new reports every 6 months	None	Relates to Building Control methods
SAP calculator	Until superseded	Destroy old when replaced by new	None	Web tool used to produce energy rating documents
SER Documents	Until superseded	Destroy old when replaced by new	None	Structural Engineers Registration Scheme
Training Course Notes	Until superseded	Destroy old when replaced by new	None	Building Bye-Law related Professional training

APPROVED AND SIGNED ON BEHALF OF BUILDING CONTROL BY:

Name	Signature	Position	Date
Kelly Whitehead		Group Director – Regulation,	04.12.23

APPROVED AND SIGNED BY JERSEY ARCHIVE:

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

