

Department of the Environment

Environmental Policy

Retention Schedule

[Updated August 2018]

*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 Environmental Policy.*

*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.*

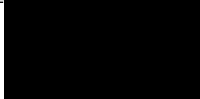
This schedule will be reviewed after 5 years. **Date of next review: August 2023**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
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	Scheme has been subject to scrutiny since 2012 - records only to be destroyed at 10 year if no longer operationally sensitive.
Home Energy Scheme householder grant application forms	10 years from the closure of the Home Energy Scheme (31.12.2015) (example templates to Archive)	Review after 10 years with view to destroy	Archive document template	Scheme has been subject to scrutiny since 2012 - records only to be destroyed at 10 year if no longer operationally sensitive. To include only Home Energy Scheme application forms that have been in the public domain.
Home Energy Scheme grant eligibility assessments, works	10 years from the closure of the Home Energy Scheme	Review after 10 years with view to destroy	Archive document templates	Scheme has been subject to scrutiny since 2012 - records only to be

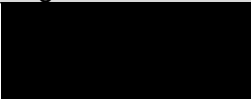
permissions, all applicant correspondence and completion documents (i.e. Building Bye Law completion & CIGA certificates)	(31.12.2015) (example templates to Archive)			destroyed at 10 year if no longer operationally sensitive.
Community Buildings Programme grant application forms, grant agreement letters / permissions, all organisation correspondence and grant eligibility assessments	10 years from the closure of the Community Buildings Programme (example templates to Archive)	Review after 10 years with view to destroy	Archive document templates	Scheme has been subject to scrutiny - records only to be destroyed at 10 year if no longer operationally sensitive.
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/strategy 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	Indefinitely	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 correspondence then record deleted 4 years following deactivation	None	Small sample to Archive to illustrate process - closed under commercial exemption
Eco accreditations SOJ and SOJ schools	5 years - sample to Archive,	CRM records to be deactivated 1	None	Small sample to Archive to illustrate

eco active documents (including application forms, certificates and renewals)	remainder to be destroyed	year after the eco active States programme ends or if a SOJ department / school no-longer exists. The records will then be deleted 4 years after deactivation		process - closed under commercial exemption
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**APPROVED AND SIGNED ON BEHALF OF ENVIRONMENTAL POLICY BY:**

Name	Signature	Position	Date
Andrew Scate		Group Director, Growth, Housing and Environment	07.08.2018

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	07.08.2018