

Infrastructure and Environment (I&E)
Marine Resources and Management

Retention Schedule

November 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 Department for Infrastructure and Environment (I&E).

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.

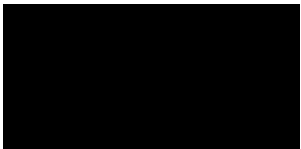
This schedule will be reviewed after 5 years. Date of next review: November 2029

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Law / Policy / Technical Drafting documents	Years	5 after superseded	Transfer to Jersey Archive	
Meeting Agendas Minutes and Supporting papers (MRAP, TCA)	Years	5	Transfer high level meeting paperwork Jersey Archive	
Other Authorities – Reports, Notices, and associated correspondence (Defra, Gsy, France, IoM, etc.)	Years	5	Weed and destroy out of date information.	
International Treaties – Formal correspondence (Gsy, GB and UK FMA)	Years	20	Transfer to Jersey Archive	
Industry information – General support and information documents	Years	5	Destroy	


Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Licences – Fishing Vessels (Shellfish, Island, Gsy)	Indefinitely	None	None	
Fishing permits	Years	5	Destroy	
Food and Environmental Protection Act Application and Licence	Years	20	Transfer to Jersey Archive	
Marine research, reports, and associated correspondence (not Scientific)	Years	5 after expiry	Review and transfer high level documents to Jersey Archive, destroy remainder.	
Aquaculture – Fish farming reports, administration and associated correspondence	Years	5 after expiry	Transfer to Jersey Archive	
Aquaculture Licences	Year	5 after closure	Transfer to Jersey Archive	
Species – general information, reports, management measures	Years	5 after expiry	Review and transfer high level documents to Jersey Archive, destroy remainder.	
Marine Resources general correspondence (Education, advice, publicity material, project work, periodicals, etc.)	Years	10	Review and transfer high level documents to Jersey Archive, destroy remainder.	
Scientific reports	Indefinitely		Archive	Review every 10 yrs. with a view to transfer to Archive when no longer in active use.
Patrol boat log sheets	Years	5	Transfer to Jersey Archive	
Enforcement / Inspections - reports, letters, administration, pocket books and images	Years	10	Review after 10 years and transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Patrol Boat purchase and refit documents	Years	Duration of asset plus 5	Transfer to Jersey Archive	
Fishing Vessel Log Sheets	Years	5	Destroy paper copies once details maintained on the database	
Licence to remove sand and pebbles from the beach	Year	1 after expiry	Transfer to Jersey Archive	
Digitised landing data	Indefinitely		None	To Determine Track record
Digitised Vessel Monitoring System (VMS) and Inshore Vessel Monitoring System (I-VMS)	Indefinitely		None	To Determine Track record
Social Media, e.g. Facebook	NA		Jersey Archive to add to British Library Web Archive	
Teams Chat	Days	21	Destroy	This change affects everything under the Chat icon in Microsoft Teams. It includes any chats that have taken place within meetings and individual chats.

APPROVED AND SIGNED ON BEHALF OF THE INFRASTRUCTURE AND ENVIRONMENT DEPARTMENT BY:

Name	Signature	Position	Date
Willie Peggie		Group Director, Natural Environment	11/12/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	13/12/2024