

Department of the Environment
Natural Environment (Ecology and Countryside)

Retention Schedule

[Updated December 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

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 2023**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Public Access to countryside – licences, agreements and management agreement	3 years after expiry	Check renewal or cancellation taken place, Destroy	None	
Public Access to countryside – Reports, publications, guidance and correspondence (including Strategy docs)	Review every 5 years	Weed, and transfer out of date guidance to Archive Copy of all publications to Archive	Archive	
Countryside complaints register	10 years	Destroy	None	
Grant applications, approvals/refusal, associated correspondence	5yrs – transfer key info to single spread sheet	Destroy original docs after transfer Copies of all annual reports to archive	Archive annual reports	
Biological information – monitoring, survey (species, habitats)	Transfer annually to data base (Jersey Biodiversity centre). Keep indefinitely	Destroy old forms after transfer to data base. Copies of all annual reports to archive	Archive	
Contractor agreements (Inc., plans, quotations, general correspondence)	7 years after superseded	Destroy	None	
Stakeholder documents (liaison) – agreements, species	5 years after superseded	Archive	Archive	


info (Golf courses, Planning, Airport, Durrell, etc.)				
Stakeholder documents - management plans	5 years after superseded	Copy of management plan to Jersey Archive every 5 years or after significant update/project.	Archive	
Site Management – Works (benches, locks, maps, plans, general works)	5 years after superseded	Destroy	None	
Protected Sites – designation, boundaries, management plans and associated correspondence	Indefinitely	Pass copy to archive on 10 year cycle	Archive	
Law / Policy / Technical / Drafting documents (including MEAs)	5 years after superseded	Copy to Jersey Archive	Archive	
Meeting Agendas Minutes (general) E.g. Ecology trust fund	5 years	Transfer to high level meeting paperwork Archive	Weed and transfer to Archive	
Biodiversity – Action plans, publications and reports	Review at 10 years	Weed and destroy out of date information. Copy to archive on 10 year running cycle	Pass copy to archive on 10 year cycle	
Planning application - responses and associated documents	Review in 5 years – move to EDM solution	Destroy after 5 years, master version is held at building control	None	Master Version at Building Control
Wildlife Licensing	10 years after expiry	Check renewal or cancellation taken place, Destroy	None	
Biodiversity Advisory Group – info on projects, stakeholders, Meeting agendas, minutes	Review every year	Weed and destroy out of date information. Transfer high level meeting minutes and agendas to Archive	Archive	
General Countryside Ecology Reports and Publications (Signs, guidance, advice, leaflets)	5 years after superseded	Copy to Jersey Archive - Destroy when no longer in use	Archive	
Enforcement, prosecution files	10 years	If goes to court pass prosecution files to Archive. If not destroy	Archive	
Multi-Lateral Environment Agreements (MEA's) 3 year reporting	In perpetuity but send a copy to Archive	Copy of MEA to be sent to Archive	Archive	
General reports plus publications - Jersey related content	In perpetuity	Copy of report to Archive once generated	Archive	
Photos / images	3 years	Sample of photos to archiving with description and any relevant details and destroy the remainder	Archive	

Social Media	N/A	Archive to add to British Library Web Archive	Archive	
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APPROVED AND SIGNED ON BEHALF OF NATURAL ENVIRONMENT BY:

Name	Signature	Position	Date
Willie Peggie		Group Director, Natural Environment	19.12.2018

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	19.12.2018