

Department of the Environment

Environmental Health

Retention Schedule

[Updated July 2016]

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 Health

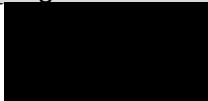
The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years. **Date of next review: July 2021**


Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Multi-agency meeting minutes where EH is the lead department	5 years	Transfer minutes of high-level /policy /strategy/steering group meetings to Jersey Archive Destroy low level meeting minutes/action points	Archive	
Strategies, Reports and Statistics (Unpublished)	5 years Statistical reports kept 20 years by HIU	Transfer to Jersey Archive by HIU	Archive	
Strategies, Reports and Statistics (Published)	5 years Statistical reports kept 20 years by HIU	Transfer copy to Jersey Archive on publication by HIU	Archive	Some available on SoJ website
Annual Reviews	5 years	Destroy	None	These are no longer undertaken and Archive received a copy on production.
Policies, Procedures and Guidelines (Jersey specific)	Until superseded	Transfer copy of any significant	Archive	

		documents and updates to Jersey Archive - destroy remainder		
Policies, Procedures and Guidelines (non-Jersey specific)	Until superseded	Destroy	None	
Public awareness campaigns, campaign leaflets, flyers and other promotional material (e.g. Bowel cancer, 'Stoptober', 'Eat Safe', 'How not to be a Noisy Neighbour')	5 years	Transfer copy to Jersey Archive on production - destroy any older than 5 years	Archive	
Summary Research Documents	5 years	Weed and Transfer overview and relevant documents to Jersey Archive - Destroy remainder	Archive	
Customer Complaints (complaints data base)	2 years after close of complaint 5 years if complaint leads to prosecution	Destroy	None	If prosecution occurs keep for example of best practice/practice
Food-borne infectious diseases statistics	5 years	Transfer to Jersey Archive	Archive	
Fish certificates and correspondence (Relaying of oysters and mussels in a different country)	10 years	Destroy	None	Retention period reflects retention requirement of other countries.
Export Certificates (Animal products exported to Europe, Asia, and Middle East etc. EG milk, cheese, yoghurt, oysters, mussels etc.)	10 years	Destroy	None	Retention period reflects retention requirement of other countries.

APPROVED AND SIGNED ON BEHALF OF ENVIRONMENTAL HEALTH BY:

Name	Signature	Position	Date
Andrew Scate		Group Director, Growth, Housing and Environment	26.07.2016

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	27.07.2016