

Infrastructure & Environment

Land Controls

Retention Schedule

[Updated February 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.

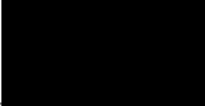
This schedule applies to all records, whether paper or electronic that are produced by Land Controls.

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: February 2029**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Law / Policy / Technical Drafting documents	5 years after law is repealed	Transfer to Archive	Archive	
Procedural documents	1 year after expiry	Transfer to Archive	Archive	
Consents / Leases and transactions (including site services, occupancy agreements, consents applications, enforcements, inspections, reports photos, and associated correspondence)	Indefinitely - A small sample to be sent to Archive every 5 years to illustrate process	Consents put on data base when received Review every 5 years for any items to be destroyed or passed to archive Pass a small sample to Archive every 5 years to illustrate process	Send samples to Archive	Records need to be kept in order to know how land has been used in past.
Land Control and building reports and publications	7 years	Transfer to Archive	Transfer to Archive	

APPROVED AND SIGNED ON BEHALF OF LAND CONTROLS BY:

Name	Signature	Position	Date
Kelly Whitehead		Group Director, Regulation	26/3/24

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	27/03/2024