

## Infrastructure, Housing and Environment

### Parks and Gardens Retention Schedule

[Updated January 2022]

*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 Parks and Gardens team.*

*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 annually. **Date of next review: January 2023**

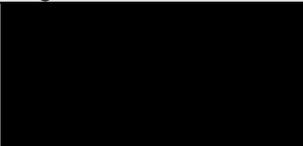
Records in Series	Retention	Action by Department	Notes
<b>General</b>			
Tree surveys and inspections and Tree Preservation Orders and planning applications	Keep as long as site is protected	Share annually with Jersey Archive	
High hedges disputes	10 years	Destroy	
Events in Parks: Permits and administration	3 years currently	Destroy	
Maps, plans and diagrams of listed parks	10 Years	Transfer to Jersey Archive	

Jersey Reference Information Data sheets & non-plant British Standard Information)	Retain until superseded or no longer required	Destroy	
Non-Jersey Reference Information (Data sheets & non-plant British Standard information)	Retain until superseded or no longer required	Destroy	
Lists of areas of land administered by IHE	N/A	Transferred to Jersey Archive by JPH	
Machine and Operating Manuals	Retain until superseded	Destroy	
Sport and Recreation Areas and Amenity Areas – General and Project Files	Completion of project + 10 Years	Transfer sample of significant projects/buildings of special interest to Archive	Central Filing Ref 55/1

<b>Chemicals</b>			
Chemical Stock Records/Issue Sheets – Pesticides, Fungicides etc.	5 Years	Destroy	
Pesticide and Spraying records	40 years	Review for any incidents of personal exposure before destroying Send samples to JA	
Operational Reports/Correspondence/info files for all parks, gardens and amenities	10 Years	Transfer to Jersey Archive	
Branchage – Locations/Letters/Photos/ Fines	5 Years	Destroy	Branchage records transferred by each Parish
Branchage maps	Keep until superseded	Transfer to Jersey Archive	
Branchage – Contract	10 years	Transfer to Jersey Archive	
Reports and Correspondence on high profile, significant impact diseases e.g. Dutch Elm	Keep in perpetuity	Transfer annually copies to Jersey Archive	
Jersey Tree and Hedge Forum minutes and correspondence	10 Years	Transfer to Jersey Archive	Info held by Natural Environment - Biosecurity
Planting information and plans	10 Years	Transfer plans of major projects to Jersey Archive	
Photographs of Trees and Parks	10 Years	Produce scanned copies and transfer original slides to Jersey Archive	

Eco-Active - Information and Agendas	5 Years	Transfer to Jersey Archive	
Plant British Standards BS5873	Until superseded	Destroy	
Accreditation scheme for local tree surgeons inc. current qualifications and CPD	Transfer annual list of accredited persons once set up	Transfer to Jersey Archive	In the pipeline. Scheme will check qualifications held and CPD undertaken
Public consultations inc. Coronation Park alterations	Final report and set up of the consultation	Transfer to Jersey Archive	
Photographic records conditions of and work to trees	Keep in perpetuity	N/A	
Risk assessments	Keep in perpetuity	N/A	
Method statements	Keep in perpetuity	N/A	

**APPROVED AND SIGNED ON BEHALF OF PARKS AND GARDENS BY:**

Name	Signature	Position	Date
Andrew Scate		Director General, Infrastructure, Housing and Environment	21.03.2022

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	21/03/2022