# Infrastructure and Environment (I&E)

## Technical Support Services

## Retention Schedule

December 2025

*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 Infrastructure and Environment Department (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: December 2030

| Record Type Title | Retention by I&E (Unit) | Retention by I&E (Number of Units) | Action by I&E | Notes |
|---|---|---|---|---|
| **Electrical Section** | | | | |
| Redundant cable registers | Retain for the life of the asset | | Transfer to Jersey Archive | These are registers of old cables that are no longer used, but potentially still in place |
| Electrical inspection condition reports<br><br>(initial and periodic) | Retain for the life of the asset | | Destroy | |
| Operation and Maintenance manuals | Retain until superseded | | Destroy all except listed building files to come to Jersey Archive | |
| Control system programs | Retain for the life of the assets | | Destroy | |
| Emergency lighting and fire alarm testing | Years | 2 | Destroy | |

| Record Type Title | Retention by I&E (Unit) | Retention by I&E (Number of Units) | Action by I&E | Notes |
|---|---|---|---|---|
| Drawings & information relating to Government assets | Retain AutoCad versions for life of asset, retain PDF versions until superseded. | | Transfer PDFs to Jersey Archive once superseded | |
| Wiring information e.g. Pumping stations | Retain initial document and changes for life of asset. | | Destroy | |
| Team meeting minutes | Years | 10 | Transfer high level/policy meetings to Jersey Archive. Destroy low level minutes | |
| SALTO | Systems info held for the life of the software. | | Destroy | |
| CCTV | Days | 31 then overwritten unless requested for legal | Destroy | Systems info held for the life of the software. |
| **Support Services** | | | | |
| Legionella testing sheets | Years | 5 | Destroy | |
| Legionalla Risk Assessments | Years | Retain whist current plus 2 | Destroy | |
| Inspection Reports (e.g.) Ladder; harnesses, Scaffolding; | | | Destroy | Refer to Generic Health and Safety Retention Schedule |
| Maintenance and Operational schedules | Years | 10 | Destroy | |
| Maintenance and operational records | Years | 3 | Destroy | |
| COSHH assessments | Retain until updated by SYPOL | | Destroy | |

| Record Type Title | Retention by I&E (Unit) | Retention by I&E (Number of Units) | Action by I&E | Notes |
|---|---|---|---|---|
| Street Furniture Maintenance inc. memorial benches | Keep in perpetuity | | N/A | |
| Asbestos records | Years | Retain whilst premises in use plus 40 | Destroy | |
| Significant project files | Years | | Transfer to Jersey Archive | |
| **Fleet Management** | | | | |
| Fleet Lists (incl. Emergency vehicles) | Retain until superseded | | Annual snapshot to Jersey Archive | Annual snapshot to Jersey Archive |
| Fuel Fob Logs | Retain until superseded | | Destroy | No longer paper |
| Petroleum Spirit Licence | Retain until superseded | | Destroy | |
| Petrol Delivery Certificates | Year | 1 | Destroy | |
| Operational Files (e.g.) Lease Cars, Fuel Keys, New Vehicles | Whilst vehicle in service | | Destroy | |
| Vehicle Registration Documents | Whilst vehicle in service | | Transfer to vehicle owner as appropriate | |
| Fuel Sheets | Year | 1 | Destroy | |
| Monthly & Weekly Fuel Reports | Year | 1 | Destroy | No longer paper |
| Parish Permits | Year | 1 | Destroy | |
| Tranman Database records | Years | 10 | Destroy | Central filing 54 |

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

| Name | Signature | Position | Date |
|---|---|---|---|
| Ellen Littlechild | | Group Director – Operations and Transport | 076/01/2026 |

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

| Name | Signature | Position | Date |
|---|---|---|---|
| Linda Romeril | | Archives and Collections Director, Jersey Heritage | 18/12/2025 |