Infrastructure and Environment (I&E)

Solid Waste

Retention Schedule

January 2026

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: January 2031

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Animal By-Products				
Abattoir and knackers-yard weekly bookings, carcass and offal receipts	Years	2	Destroy	
Abattoir and knackers-yard incinerator & equipment maintenance information	Years	10	Destroy	
Mediwaste annual reports	Years	10	Destroy	
Asbestos				
Airborne testing of asbestos	Years	40	Destroy	
Asbestos (Disposal Strategy and Reports)	Years	10	Transfer to Jersey Archive	Open records immediately

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Asbestos test results (not airborne)	Years	20	Jersey Archive	
Records of Asbestos Disposal	Years	20	Destroy	Containment cells design life is 100 years - approximately 1 year to prepare summaries of documents before a transfer to JA can take place.
Bio Solids and Sludge				
Regular testing and results	Years	20	Transfer to Jersey Archive	
Bio-solid spreading details	Years	20	Transfer to Jersey Archive	
Contaminated land/soil				
Files including sample analysis, reports, email and diagrams	Years	20	Transfer to Jersey Archive	Containment cells design life is 100 years - approximately 1 year to prepare summaries of documents before a transfer to JA can take place.
Contamination Assessments	Years	20	Transfer to Jersey Archive	Containment cells design life is 100 years - approximately 1 year to prepare summaries of documents before a transfer to JA can take place.
Scrap Yard				
Scrapyard sub-contractor specification, signed contract, quarterly meeting minutes, contract support	Years from end of contract	10	Transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Energy Recovery Facility				
Quarterly reports	Years	10	Transfer a copy to Jersey	First transfer will be during 2023
ISO 14001 Environmental Management System certification assessments	Years	10	Transfer to Jersey Archive	Annually assessed for compliance Electronic Archive
ERF operational records (QuickBrain)	Years	5 years from the end of the life of the plant or extract immediately after IT system superseded and keep for 10 years	Discuss with Archive at the time of end of life	
Service Contract records (including cleaning, maintenance, repair, etc)	Years	5 from the end of the life of the plant	Destroy	
CCTV	Days	Rolling 31 days from capture	Automatically destroyed	
Air Pollution Control Residue (APCR)				
Disposal: Tender and evaluation	Years	10	Transfer to Jersey Archive	
Disposal: Project terms and conditions	Years	10	Transfer to Jersey Archive	
Procurement strategy	Years	10	Transfer to Jersey Archive	
Procurement review	Years	10	Transfer to Jersey Archive	
Green Waste				
Working plan	Years	10	Transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Reclamation				
Site diaries and log sheets	Years	2	Destroy	Waste management law (Jersey) 2005 as required to be held for 2 years
Clinical Incinerator and Waste Files				
Meeting minutes relating to commissioning of Incinerator	Years	10	Transfer to Jersey Archive	
Records of commissioning and testing of equipment	Years	10 from de-commissioning of incinerator	Destroy	
Minutes of meetings re decommissioning of Bellozanne incinerator	Years	10	Transfer to Jersey Archive	Paper copies
Annual reports	Years	10	Transfer copy to Jersey Archive annually Destroy after 10 years	
Mediwaste annual reports (CWI)	Years	10	Destroy after 10 years	
CCTV	Days	Rolling 31 days from capture	Automatically destroyed	
General				
Weighbridge tickets (Weighsoft previously ISYS)	Years	10	Destroy	ISYS system out of use 01/09/2023 as changed to Weighsoft
Weighbridge tonnage reports	Years	10	Transfer to Jersey Archive	
All other waste streams and TFS data e.g. batteries, cooling appliances, plasterboard, IBA.	Years	10 from end of contract	Transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Site plans, maps, aerial photographs of La Collette	Years	20	Transfer to Jersey Archive	Transfer paper, PDF and CAD digital copies
Health and Safety Committee quarterly meeting minutes	Years	3	Transfer to Jersey Archive	
Capital projects	Years	10 from project completion	Transfer to Jersey Archive	
Industry information: (equipment instructions and guidance, general support & information documents)	Years	5 after superseded	Destroy	
CCTV	Days	Rolling 31 days from capture Apart from 2 cameras (Weighbridge) 60 days	Automatically destroyed	

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

Name	Signature	Position	Date
Ellen Littlechild		Group Director – Operations and Transport Infrastructure & Environment	13/02/2026

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	03/02/2026