

# Infrastructure Housing and Environment

## Solid Waste Disposal and Management

### Retention Schedule

[Updated September 2021]

*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 Solid Waste Disposal and Management.*

*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 2026**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
<b>Animal By-Products</b>				
Abattoir and knackers-yard weekly bookings, carcass and offal receipts	2 years	Destroy	None	
Abattoir and knackers-yard incinerator & equipment maintenance information	10 years	Destroy	None	
Mediwaste annual reports	10 years – transfer a copy to archive annually	Transfer to Jersey Archive on production	Archive	
<b>Asbestos</b>				
Airborne testing of asbestos	10 years	None	None	Unless a positive test in which case 40 years
Asbestos (Disposal Strategy and Reports)	10 years	Transfer to Jersey Archive	Archive	Open records immediately
Asbestos test results (not airborne)	Indefinitely	None	None	
Records of Asbestos Disposal	Indefinitely	None	None	Waste Management (Jersey) Law 2005
<b>Avian Bird Flu</b>				
Avian Flu Operational Policy and procedures	10 years	Transfer to Jersey Archive	Archive	Records are paper



<b>Bio Solids and Sludge</b>				
Regular testing and results	10 years	Destroy	None	As Generic Project records retention schedule
Bio-solid spreading details	20 years	Transfer to Jersey Archive	Archive	
<b>Contaminated land/soil</b>				
Files including sample analysis, reports, email and diagrams	10 years	Transfer to Jersey Archive	Archive	Central Filing 39/5
Contamination Assessments	10 years	Transfer to Jersey Archive	Archive	Possible Article 25
<b>Scrap Yard</b>				
Scrapyard subcontractor specification, signed contract, quarterly meeting minutes, contract support.	10 years from end of contract	Transfer to Jersey archive	Archive	

<b>Energy Recovery Facility</b>				
Quarterly programme board minutes	10 years	Transfer to Jersey Archive	Archive any found at La Collette depot	As per Generic Project retention schedule Meetings ceased in 2014
Quarterly reports	10 years - transfer a copy to archive annually	Transfer to Jersey Archive annually	Archive	First transfer will be during 2023
Risk Register	Indefinitely	Transfer annually as a snapshot to Jersey Archive	Archive	Transfer a copy to archive annually
EFW (Now ERF) Contamination	10 years	Transfer to Jersey Archive	Archive	From the construction phase – Remove from the retention schedule once we've sent any documentation to JA
Emissions breaches spreadsheet	Regularly updated	Overwritten annually	None	Included in quarterly reports above, which are transferred to Jersey Archive
Weighbridge Tonnage Data	Regularly updated	Destroy after 10 years	None	Included in quarterly reports above, which are transferred to Jersey Archive
ISO 14001 Environmental Management System certification assessments	10 years	Transfer to Jersey Archive	Electronic Archive	Annually assessed for compliance




ERF operational records (QuickBrain)	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	Discuss with Archive at the time of end of life	
Service Contract records (including cleaning, maintenance, repair, etc)	5 years from the end of the life of the plant	Destroy	Destroy	As generic Contracts records
CCTV	Rolling 31 days from capture	Automatically destroyed	N/A	
<b>Air Pollution Control Residue (APCR)</b>				
Disposal: Tender and evaluation	10 years	Transfer to Jersey Archive	Archive	10 years
Disposal: Project terms and conditions	10 years	Transfer to Jersey Archive	Archive	10 years
Procurement strategy	10 years	Transfer to Jersey Archive	Archive	10 years
Procurement review	10 years	Transfer to Jersey Archive	Archive	10 years
<b>Green waste</b>				
Working plan	10 years	Transfer to Jersey Archive	Archive	
<b>Reclamation</b>				
Site diaries and log sheets	10 years	Destroy	None	
<b>Recycling</b>				
Public awareness campaigns – notices and leaflets	Until superseded	Transfer copy to Jersey Archive on production	Archive	Send a copy of each item produced during that year.
Litter and recycling – (schemes, initiatives, etc)	10 years	Transfer to Archive	Archive	Nothing in paper format has been filed since 2004. Central filing ref 39/1,39/2, 39/2/1
<b>Clinical Incinerator and Waste Files</b>				
Meeting minutes relating to commissioning of Incinerator	10 years	Transfer to Jersey Archive	Archive	As directorate retention schedule
Records of de-commissioning and testing of equipment	10 years from de-commissioning of incinerator	Destroy	None	As Generic Project records retention schedule
Minutes of meetings re decommissioning of Bellozanne incinerator	10 years	Transfer to Jersey Archive	Archive	Paper copies
<b>General</b>				




Waste Management Licences	20 years	Destroy	None	Being transferred to Archive by Environmental Waste section
Weighbridge tickets (ISYS)	10 years for electronic copy, 1 year for printed signed copy	Destroy	None	
Weighbridge tonnage reports	10 years	Transfer to Jersey Archive	Archive	
All other waste streams and TFS data e.g. batteries, cooling appliances, plasterboard, IBA.	10 years from end of contract	Transfer to Jersey Archive	Archive	As per Contracts retention schedule
Site plans, maps, aerial photographs of La Collette	10 years	Transfer to Jersey Archive	Archive	Transfer paper, PDF and CAD digital copies to JA after 10 years.
Pollution incidents	2 years	Transfer to Jersey Archive	Archive	According to the waste management licence
Business planning	10 years	Transfer to Jersey Archive	Archive	
Safety Committee quarterly meeting minutes	3 years	Transfer to Jersey Archive	Archive	
Capital projects	10 years from project completion	Transfer to Jersey Archive	Archive	As per generic retention schedule for Project Records
Industry information: (equipment instructions and guidance, general support & information documents)	5 years after superseded	Destroy	None	
CCTV	Rolling 31 days from capture	Automatically destroyed	N/A	

**APPROVED AND SIGNED ON BEHALF OF WASTE DISPOSAL AND MANAGEMENT BY:**

Name	Signature	Position	Date
Andrew Scate		Director General, Growth, Housing and Environment	22.09.2021

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
			

Linda Romeril		Archives and Collections Director, Jersey Heritage	22/09/2021
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