

Jersey Property Holdings
Project, Contractual and Building Records
Retention Schedule

[Updated September 2019]

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 Jersey Property Holdings.

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: September 2024**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Architects/Design Section				
Historic plans pre 1950	20 years	Transfer to Jersey Archive	Archive	
Pre 1950 project files (if any exist)	20 years	Transfer to Jersey Archive	Archive	
Post 1950 project files	20 years from certificate	Review transfer 3a – f, 3k – p to Jersey Archive 20 years from Final Certificate	Archive	
Preliminary design/sketches	20 years	Transfer to Jersey Archive	Archive	
Presentation drawings/boards	20 years	Transfer to Jersey Archive	Archive	
Contracts with contract drawing & bills of quantities & notes of negotiations	20 years	Transfer only unique pages of contracts & other unique items	Archive	
Specifications relating to structure, appearance and M & E	20 years	Transfer only unique pages of contracts & other unique items	Archive	
As-built drawings, including M & E, where these differ from contracts drawings	20 years	Transfer to Jersey Archive via GHE	Archive	
Architect's instructions & correspondence concerning changes	20 years from Final Certificate	Destroy	None	
Copy M & E drawings and specifications	20 years from Final Certificate	Destroy	None	

Shop drawings and specifications	20 years from Final Certificate	Destroy	None	
Artistic drawings of decorative features	20 years	Transfer to Jersey Archive	Archive	
Minutes of site meetings etc.	20 years from Final Certificate	Destroy	None	
Project schedules	20 years from Final Certificate	Destroy	None	
Photographic records	20 years	Transfer to Jersey Archive	Archive	
Clerk of Work logs/diaries	10 years	Transfer to Jersey Archive	Archive	
Other site records	20 years	Destroy	None	
General correspondence	20 years	Destroy	None	
Materials tests results	20 years	Destroy	None	
Reports on historic buildings	20 years	Transfer to Jersey Archive	Archive	
Estate Management				
Property File / Portfolio, includes rent reviews, leases, licenses, acquisition and disposal, appointment of surveyors and legal/conveyancing. Note: Freehold and Leasehold properties included with the presumption that the sample will primarily contain Freehold properties	10 years review	Review, weed and transfer contents of files that are over 10 years old (from end date of file) to Jersey Archive and any files for properties that have been disposed of. Transfer of properties should include all examples of the follow: <ul style="list-style-type: none"> Listed Buildings/Heritage properties Schools Main States Office properties Cafes Health properties Trust properties All Property Holdings properties 	Archive	
Ministerial Decisions	TBC	Destroy	Archive receives these records from the States Greffe	
Maintenance				
Contracts for maintenance with 3 rd parties	10 years after completion of contract	Transfer to Jersey Archive		
Orders for reactive maintenance	10 years	Review and destroy		
Certification of compliance and state of buildings	10 years	Review and destroy		
Insurance Claims	Nil	Pass to destroy		

Small Maintenance Projects	10 years after completion	Sample of all projects involving property of historic significance to Archive	Archive sample	
Capital Projects	10 years after completion	See below for more detailed schedule for projects		
Generic Schedule for Project Files				
Project proposals – approved	10 years after completion of project	Review and transfer to Jersey Archive	Archive	
Project proposals – rejected or deferred	5 years after rejection or deferral	Destroy	None	
Project initiation documents – e.g. project brief or statement of requirements, business case, scope, project plan, timetable, available resources and budget, risk assessment, compliance assessments, project approval	10 years after completion of project	Review and transfer to Jersey Archive	Archive	
Feasibility Studies – working papers, draft reports and correspondence	2 years after completion of project	Destroy	None	
Final feasibility report – approved	10 years after rejection or deferral	Review and transfer to Jersey Archive	Archive	
Final feasibility report – rejected or deferred	5 years after completion of project	Destroy	None	
Specifications and statements of requirements – provisional/proposed/draft	5 years after completion of project	Destroy	None	
Specifications and statements of requirements – final	20 years after completion of project	Review and transfer to Jersey Archive	Archive	
Plans – preliminary/proposed	20 years after completion of project	Review and transfer to Jersey Archive	Archive	
Plans – final contract plans or drawings	20 years after completion of project	Review and transfer to Jersey Archive	Archive	
Contractor/supplier/product selection – standing approved list	Current	Destroy when new list issued	None	
Contractor/supplier/product selection – requests for information or proposals or invitation to tender	10 years after completion of project	Destroy	None	
Contractor/supplier/product selection – responses/tender and evaluation reports – approved	20 years after completion of project	Review and transfer to Jersey Archive	Archive	
Contractor/supplier/product selection – responses/tender and evaluation reports – rejected	5 years after rejection	Destroy	None	
Contractor/supplier/product selection – minutes and record set of papers to tender board or selection process	10 years after completion of project	Review and transfer to Jersey Archive	Archive	

Contractor/supplier/product selection – tender board working papers and duplicates/drafts of above	2 years after completion of selection process	Destroy	None	
Contracts and agreements for supply or work	10 years after completion of contract	Review and transfer to Jersey Archive	Archive	
Bills of quantities	20 years after completion of project	Review and transfer to Jersey Archive	None	
Maps, plans and drawings – working and other copies, shop drawings etc.	5 years after completion of project	Destroy	None	
Maps, plans and drawings – master set or as-built drawings, including M & E and structural drawings, where these differ from contract drawings	20 years after completion of project	Review and transfer to Jersey Archive	Archive	
Artistic impressions	20 years after completion of project	Review and transfer to Jersey Archive	Archive	
Photographic records	20 years after completion of project	Review and transfer to Jersey Archive	Archive	
Correspondence and papers relating to variations in specifications	10 years after completion of project	Destroy	None	
Financial documents – total budget and budget control, cost plans	10 years after completion of project	Review and transfer to Jersey Archive	Archive	
Financial documents	See generic schedule for financial records from Treasury			
Project development – records of testing of equipment, supplied goods or materials	10 years after completion of project	Destroy	None	
Project development – Site records	10 years after completion of project	Review and transfer to Jersey Archive	Archive	
Project development – project schedules	10 years after completion of project	Destroy	None	
Project development – contingency and backup plans	10 years after completion of project	Destroy	None	
Project development – interim certificates/sign-off of work completed	20 years from completion of project	Review and transfer to Jersey Archive	Archive	
Human resources	See generic schedule for personnel records	Most of these will only be duplicates of records kept by Human Resources Dept.	Most of these will only be duplicates of records kept by Human	

			Resources Dept.	
Health and safety records	Corporate schedule in progress	Refer to Corporate H&S Manager	Refer to Corporate H&S Manager	
Project Management and Project Boards – Minutes and reports	20 years from completion of project	Review and transfer to Jersey Archive	Archive	
Project Management and Project Boards – general correspondence	5 years after completion of project	Destroy	None	
Project Management – site meeting minutes	10 years after completion of project	Review and transfer to Jersey Archive	Archive	
Project evaluation and final reports	10 years after completion of project	Review and transfer to Jersey Archive	Archive	
Product descriptions	5 years after completion of project	Destroy	None	
Product operating manuals	Retain whilst current	Destroy	None	
Claim and arbitration records	20 years after settlement	Review and transfer to Jersey Archive	Archive	
Site/Measured Surveys	25 years	Review and transfer to Jersey Archive	Archive	
Generic Schedule for Contractual Records				
Contract policy	Current + 2 years	Review and transfer to Jersey Archive	Archive	
End user requirement/brief	10 years	Review and transfer to Jersey Archive	Archive	
Contractor/supplier/product selection – standing approved list	Current	Destroy when new list issued	None	
Statements of interest	1 year	Destroy	None	
Draft specifications	Current	Destroy when specification agreed	None	
Agreed specification	20 years from completion of project	Review and transfer to Jersey Archive	Archive	
Evaluation criteria	10 years	Review and transfer to Jersey Archive	Archive	
Invitation to tender	10 years	Destroy	None	
Unsuccessful tender documents	5 years after rejection	Destroy	None	
Successful tender documents – e.g. tender board or selection process	20 years after completion of contract	Review and transfer to Jersey Archive	Archive	
Minutes and record set of papers of tender board or selection process	10 years after completion of contract	Review and transfer to Jersey Archive	Archive	
Contractor/supplier/product selection – tender board working papers and duplicates/draft of above	2 years after completion of selection process	Destroy	None	


Commissioning letter	20 years from completion of project	Review and transfer to Jersey Archive	Archive	
Signed contract	20 years from completion of project	Review and transfer to Jersey Archive. Note that with standard form or model contracts only unique pages need to be kept	Archive	
Contract drawings	20 years from completion of project	Review and transfer to Jersey Archive. Note that with standard form or model contracts only the unique pages need to be kept	Archive	
Contract negotiation papers	10 years	Destroy	None	
Generic Schedule for Building Records				
Maintenance schedules	Retain until superseded	Destroy	None	
Maintenance diaries or logs	16 years after final entry	Destroy	None	
Installation surveys (plant and services)	16 years after date of survey	Review and transfer to Jersey Archive	Archive	
Incident reports	Review 5 years after action or, if a claim is made, 6 years after settled (check with HSI)	Review	None	
Maintenance programme	Retain until superseded	Destroy	None	
Maintenance and operational manuals	Retain until equipment disposed of	Destroy	None	
Health and safety inspection reports	12 years (check with HSI)	Review and destroy	None	
Accident Books	3 years after date of last entry (check with Tammy Fage)	Review and destroy	None	
Accident Reports	Review 5 years after action or, if a claim is made, 6 years after claim settled (check with Tammy Fage)	Review and Destroy	None	
Plant and equipment condition surveys	Retain until subsequent survey	Review 10 years after date of survey	None	

Maintenance contracts and related correspondence	12 years after end of contract	Review and destroy	None	
Meetings with contractors - agenda, minutes etc., record set	5 years	Review and transfer	Jersey Archive	
Meetings with contractors – agenda, minutes etc., other copies	6 years	Destroy	None	
Meetings with contractors – draft, domestic	3 years	Destroy	None	
Forward maintenance registers (FMR)	16 years after date of last entry	Review and destroy	None	
Asbestos registers	50 years after date of last entry	Review and transfer to Jersey Archive	Archive	
Financial and accounting	12 years	Review	None	
Asbestos inspections	40 years (check with Tammy Fage)	Review	None	
Conservation	25 years	Review	Jersey Archive	
Other specialist reports not referred to above	10 years	Review	Jersey Archive	
Legal Documents				
Title deeds	Until disposal of property	Review	Jersey Archive	
Leases (signed copies)	16 years after expiry	Destroy	Department	
Memoranda of terms	16 years after expiry	Destroy	Department	
Sub-letting agreements	12 years after termination	Destroy	Department	
Landlords' consents	16 years after surrender, expiry of termination of lease or memoranda of terms	Destroy	Department	
Licenses	16 years after surrender, expiry or termination of lease or memoranda of terms	Destroy	Department	
Schedules of known tenant alterations	16 years after surrender, expiry or termination of lease or memoranda of terms	Destroy	Department	


Tests and statutory certificates	12 years after expiry or superseded	Destroy	Department	
Asbestos incidents – correspondence, reports and papers	50 years after date of event	Review with HSI	None	
Staff work Diaries	5 years	Review and destroy	None	
Legal Documents				
Title deeds	Until disposal of property	Review	Jersey Archive	
Leases (signed copies)	16 years after expiry	Destroy	Department	
Memoranda of terms	16 years after expiry	Destroy	Department	
Sub-letting agreements	12 years after termination	Destroy	Department	
Landlords' consents	16 years after surrender, expiry to termination of lease or memoranda of terms	Destroy	Department	
Licences	16 years after surrender, expiry or termination of lease or memoranda of terms	Destroy	Department	
Schedules of known tenant alterations	16 years after surrender, expiry or termination of lease or memoranda of terms	Destroy	Department	
Test and statutory certificates	12 years after expiry or superseded	Destroy	Department	
Asbestos incidents – correspondence, reports and papers		Review with HSI	None	
Staff work Diaries		Review and destroy	None	
Generic Schedule for Reports				
Architectural Master copy	25 years	Review	Jersey Archive	
Architectural Other copies	5 years	Destroy	Department	
Structural engineering	15 years	Review	Archive	
Mechanical and electrical engineering	15 years	Review	Archive	
Drainage services	15 years	Review	Archive	
Building condition surveys	25 years	Review	Archive	
Quadrennial inspections	25 years	Review	Archive	
Fire precautions and services	Retain until superseded	Review 10 years after issue	None	

Timber structures	Retain until superseded	Review 10 years after issue	None	
Archaeological features	25 years	Review	Jersey Archive	
Fire Certificates	12 years after expiry or superseded	Destroy	Department	
Planning consents and correspondence	25 years after issue	Review	Jersey Archive	
Listed buildings consents and correspondence	25 years after issue	Review	Jersey Archive	
Correspondence				
Consultants and contractors	16 years date of last paper	Review	Department	
Statutory authorities	25 years after date of last paper	Review	Department	
Utility and communication companies	16 years after date of last paper	Review	Department	
Publicity				
Photographic records	10 years	Review	Jersey Archive	
Publicity Literature	5 years	Review	Jersey Archive	
Historical Narratives				

APPROVED AND SIGNED ON BEHALF OF JERSEY PROPERTY HOLDINGS BY:

Name	Signature	Position	Date
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APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
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