

Infrastructure and Environment (I&E)

Jersey Met

Retention Schedule

August 2024

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 Department for Infrastructure and Environment (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: August 2029

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Climate Data	Indefinite		Archive	Daily climate / weather recordings Pass copies to Archive on a 10 year cycle
Monthly media statistics	Years	3	Archive	Regular Weather figs sent to media
Press / Media Releases / Articles (via Comms Unit)			Archive	Copies of Press Releases kept on SoJ website for 10 yrs. As per corporate retention schedule
ISO9001 Documentation / Policies and Procedures	Years	Documents 1 year after superseded QMS 5 years after superseded	Archive copies of policies and procedures	In line with Quality Management System
Staff Instructions	Years	1 after superseded	Archive high level instruction documents and	Internal staff communications

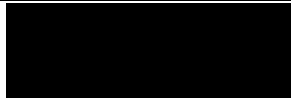
Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
			sample internal staff comms	
Forecasts and Warnings	Years	1 for paper copies. 10 for electronic copy.	Destroy any paper copies. Archive electronic copies	An electronic archive is kept by system and routinely backed-up
Technical and Reference Documents	Years	1 after superseded	Ensure versions are kept up to date and superseded versions are destroyed	Published guidelines / IT systems
Enquiries and associated responses (General incidents)	Years	3	Destroy	General enquiries from public/other asking about weather conditions
Enquiries and associated responses (serious incidents)	Years	10	Review and pass any incident data with high profile / public interest to Archive. Destroy remainder.	General enquiries from public/police/ insurance companies etc. asking about weather conditions following serious incident Archive copy of Data Access register or, transfer any incident that had high profile/public interest to Jersey Archive
Published Research Project papers	Years	10	Archive Jersey related project data	Published docs
Financial - Budgets/Actuals etc.	Full annual cycle	1	Destroy	Documents held by Treasury
Weather Data (Modelling and non CI specific data)	Days	2 (auto system retention)	Destroy	System automatically overwrites old data every 2 days
CI Weather Radar Data	Indefinite			Retain electronically
CI specific weather data (Observations)	Indefinite			Retain electronically
Minutes / Agendas	Years	5	Destroy	Internal staff meetings

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Staff Rosters	Years	5	Destroy	Keep old rosters for 5 years for reference purposes
Generic Templates: comp slips, bus cards, letter templates, labels, order forms, media				As per corporate retention schedule
Staff info - permanent (appraisals, disciplinary, sickness)				As per corporate retention schedule
Staff info - temporary (students, trident, agency, Inc. time sheets expenses, etc...)				As per corporate retention schedule
Teams Chat	Days	21	Destroy	This change affects everything under the Chat icon in Microsoft Teams. It includes any chats that have taken place within meetings and individual chats.

APPROVED AND SIGNED ON BEHALF OF THE DEPARTMENT FOR STRATEGIC POLICY, PLANNING AND PERFORMANCE BY:

Name	Signature	Position	Date
William Peggie		Group Director, Natural Environment	12/09/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	26/07/2024