

Department of the Environment

Planning Policy

Retention Schedule

[Updated November 2014]

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 Planning Policy.

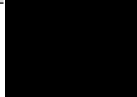
The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years. **Date of next review: November 2019**


Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Island Plan Records				
Island Plan Review: records associated with the complete review or part-review of an Island Plan including business case; funding proposals and bids; background reports; notes of meetings; general correspondence; consultation and engagement outcomes including examination in public; audit trail of decision-making	Approved plans: in perpetuity	All file contents to be weeded and offered to Jersey Archive after 10 years (unless current plan has yet to be reviewed)	Archive relevant files	MDs held on SoJ website; financial records held corporately in department budget records; project outcome held as a public record
Other PP records				
Project development: records associated with the development of a project including business case; funding proposals and bids; background reports; notes of meetings; general correspondence; consultation and engagement outcomes; audit trail of decision-making	Six months after subsequent review of outcome	All file contents to be weeded and offered to Jersey Archive after 3 years (unless current version of project/outcome has yet to be reviewed)	Archive relevant files	MDs held on SoJ website; financial records held corporately in department budget records; project outcome likely to be held as a public record (e.g. decision to designate/protect heritage asset; policy; report)

Project management: records associated with management of a specific project e.g. Gantt chart; spreadsheets; databases; meeting notes; budget reports; general correspondence; monitoring of performance and associated decision-making	Six months after subsequent review of outcome	All file contents to be weeded and offered to Jersey Archive after 3 years (unless current version of project/outcome has yet to be reviewed)	Archive relevant files	MDs held on SoJ website; financial records held corporately in department budget records; project outcome likely to be held as a public record (e.g. decision to designate/protect heritage asset; policy; report)
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APPROVED AND SIGNED ON BEHALF OF THE DEPARTMENT OF THE ENVIRONMENT BY:

Name	Signature	Position	Date
Andrew Scate		Group Director, Growth, Housing and Environment	12.05.2015

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	09.11.2014