

## Infrastructure and Environment

### Regulation, Development and Land, Appeals and Compliance

#### Retention Schedule

Updated June 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 Compliance.*


*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: June 2029**


Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Taped Interviews (under Caution)	6 years	Destroy	None	All tapes must be securely destroyed
Compliance Files (File notes Photos Data sharing requests for third party information Enforcement Reports and Notices Case Advice Case communications)	As per Planning, Building and Compliance retention schedule	Move to info @work / iLAP, then delete from shared network folder	None	
Compliance Statistics	5 years	Copy of any statistics not included in annual report to Jersey Archive	Archive	Reports can be re-produced through crystal - no need to keep more than 5 years per time
Compliance Processes	Review Annually	Destroy out of date processes		
Compliance templates	Review Annually	Destroy out of date templates once superseded.  Copy to be sent to Archive		Templates will be updated periodically to take account of changes in Laws and processes

Guidance and information	Review Annually	Destroy 1 year after guidance out of date or superseded.  Copy to be sent to Jersey Archive		Guidance will be updated to take account of changes in Laws and processes
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**APPROVED AND SIGNED ON BEHALF OF COMPLIANCE (PLANNING AND BUILDING) BY:**

Name	Signature	Position	Date
Kelly Whitehead		Group Director, Regulation	5/6/24

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	04/06/2024