

Department of the Environment

Planning Services

Retention Schedule

[Updated September 2015]

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 Services.

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 2020**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Public Ministerial Meeting and Planning Application Agendas	1 year	Archive	Archive	Agendas must be archived in line with corporate retention periods
Public Ministerial Meeting and Planning Application Minutes	3 years	Destroy	None	Minutes are also held by the States Greffe who have agreed they will archive these
Public Ministerial Meeting and Planning Application Meeting dates and deadlines	1 year	Destroy	None	Merely a list of dates when meetings are held
Public Ministerial Meeting and Planning Application Meeting Power point presentations	12 months	Destroy	None	All data held elsewhere in variety of systems
Planning merlin templates (letters, decision notices conditions, reasons)	Review annually	Destroy templates as soon as uploaded to iLap.. Keep conditions/reasons list until superseded	None	Templates will updated periodically to take account of changes in Law and Island Plan


Internal Procedure notes, process documents, forms and guidance docs	Review annually	Destroy once superseded	None	How to use our systems, how to process a planning application, procedure, etc
Pre-App advice and Exempt work correspondence, on-line submission returned apps (post 2015)	10 years - scan into info@work	Destroy	None	As per Planning, Building and Compliance Retention Schedule
Fee Reconciliation Reports	10 years	Destroy	None	Single excel sheets for financing audits
Publication Lists	1 year	Destroy	None	Only required in the event that a publication is questioned
Public on-line comments (J:drive)	1 year	Destroy	None	These are uploaded to the planning application and a back up copy is only required in the event that a publication is questioned
Consultation on-line comments (J:drive)	1 year	Destroy	None	These are uploaded to the planning application and a back up copy is only required in the event that a publication is questioned
Reports and Statistics	1 year	Destroy	None	Can be re-generated in Crystal reports; no need for separate saved copy
Misc. Parish Paper Files	10 years	Archive high profile cases, destroy remainder	Archive relevant material	As per Planning, Building and Compliance Retention Schedule
Parish Files	10 years	Archive high profile cases, destroy remainder	Archive relevant material	As per Planning, Building and Compliance Retention Schedule
Operational docs (rotas, leave, etc)	Destroy once superseded	Destroy	None	
Periodicals paper only	1 year	Destroy	None	
Training documents and presentations	5 year review	Destroy	None	To be retained if relevant to current practice
Internal process reviews and performance improvement programmes	5 year review	Destroy	None	To be retained if relevant to current practice
Records of Parish roads	Destroy once superseded	Destroy	None	Merely a list of roads that are under Parish control for purposes of screening

Laws and Orders: draft docs, orders, law draftsmen advice and associated correspondence	6 months after superseded - review with Archive at time of disposal	Review with Archive at time of disposal	Archive relevant material	
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APPROVED AND SIGNED ON BEHALF OF PLANNING SERVICES BY:

Name	Signature	Position	Date
Andy 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	04.09.2015