

Economic Development Department

Renewable Energy

Retention Schedule

[Updated September 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 Renewable Energy.

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 2019**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Annual Reviews/Reports	Until superseded	Transfer to Jersey Archive	Archive	
Commissioned Research and Reports	10 years	Transfer copy to Jersey Archive	Archive	
Signed agreements with external agencies/countries	10 years	Destroy		Jersey Archive will receive these after 20 years from the department of Environment
Project based records incl. relevant correspondence	Completion of project + 1 year	Weed and transfer to Jersey Archive	Archive	Guidance to be given on which project documents to archive

APPROVED AND SIGNED ON BEHALF OF RENEWABLE ENERGY BY:

Name	Signature	Position	Date
A. Sugden		Deputy Chief Executive	23.09.2014

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	12.09.2014