

Department of the Environment

Rural Economy

Retention Schedule

[Updated February 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 Rural Economy.


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: February 2020**


Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Law / Policy / Technical Drafting documents	5 Years after superseded	Transfer to Archive	Weed and transfer to Archive	
CRS – Application Forms, Claim forms and associated correspondence	10 years after last claim (example templates to Archive)	Destroy	Archive templates	This scheme now closed
CES – Application Forms, Claim forms and associated correspondence	10 years after last claim (example templates to Archive)	Destroy	Archive templates	
RIS – Application Forms, Claim forms and associated correspondence	10 years after last claim (example templates to Archive)	Destroy	Archive templates	
QMP – Declarations, payments and associated correspondence	10 years after payment (example templates to Archive)	Destroy	Archive templates	
Minutes and Agendas -(Abattoir User Group , Ag Loans, Dairy	3 years	Archive	Archive	

Liaison, JMMB Gov Appointees, Organic Producers)				
Agricultural loan records	10 years after loan closed	Destroy	None	
Agricultural Statistics	5 years	Copy to Archive	Archive	
Farming Conference – speakers, venues, etc.	5 years	Copy images, programme event to Archive	Archive	
JPPL (JGPA, Promotional events)	3 years after event	Destroy	None	
Product of designated origin and Trademark	Indefinitely	Archive	Archive	
Advisory & Development	5 Years	Weed and destroy		
BSE case files – payments, general correspondence	2 years	Pass to Vet	None	Vet retention for BSE files is 7 years
Stakeholder documents (liaison)– Management plans, agreements	5 years after superseded	Destroy	None	
Survey / feedback questionnaires	2 years after relevant event	Destroy	None	
Service Level Agreements – funding	10 years after superseded	Archive	Archive	
Smallholders – applications, permits and associated correspondence	5 years after superseded (example templates to Archive)	Offer to Archive	Archive templates	
Work Schedules – staff hours allocations	2 years	Destroy	None	

APPROVED AND SIGNED ON BEHALF OF RURAL ECONOMY 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	02.02.2015