

Department for Infrastructure

Drainage Section

Retention Schedule

[Updated January 2016]

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 Drainage.

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: January 2021**

Records in Series	Retention at Drainage section	Action by Drainage section	Action by Jersey Archive	Notes
Drainage				
Tanker emptying data	Retain whilst in use	Destroy	N/A	
Properties database data	Retain whilst in use	Destroy	N/A	
Weekly programme of works	1 year	Destroy	N/A	
Vehicle checks	1 year	Destroy	N/A	
Site notices	1 year	Destroy	N/A	
Sewage Treatment Works				
Monthly/Annual Statistical analysis	10 years	Transfer to Jersey Archive	Archive	
Sample data	10 years	Destroy	N/A	
Test schedule	1 year	Destroy	N/A	
Operational information	Retain until superseded	Destroy	N/A	
Log sheets	1 year	Destroy	N/A	
Pumping stations				
Operational files	Retain until superseded	Destroy	N/A	

Capital projects	Retain for life of building	Please refer to Generic Projects Retention Schedule	N/A	
Stock take records	1 year	Destroy	N/A	
Equipment certificates	Retain until superseded	Destroy	N/A	
Records section				
Advocate enquiry letters	1 year	Destroy	N/A	
Historic drainage and property records and laws	Retain whilst in administrative use	Transfer to Jersey Archive	Archive	
Sewer Connection Records, including applications and sketches	Retain whilst in administrative use	Review	Review	
Private property drainage reports	Retain whilst in administrative use	Destroy	N/A	
Sewerage Law Notices	Retain whilst in administrative use	Destroy	N/A	
Service company enquiries	1 year	Destroy	N/A	
Reference Material including maps, plans and calculation sheets	Retain whilst in administrative use	Weed and transfer any material of historic importance to Jersey Archive	Archive relevant material	
Historic drawings of public buildings and projects	10 years	Transfer to Jersey Archive	Archive	
Historic Photographs, Slides and Negatives	10 years	Weed and transfer any material of historic importance to Jersey Archive	Archive relevant material	
Historic documents e.g. work diaries	N/A	Transfer to Jersey Archive	Archive	
Trade effluent consents	1 year superseded	Destroy	N/A	

APPROVED AND SIGNED ON BEHALF OF DRAINAGE SECTION BY:

Name	Signature	Position	Date
John Rogers		Chief Officer, Department for Infrastructure	08.01.2016

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	07.01.2016