

Infrastructure and Environment

Jersey Fleet Management

Retention Schedule

[Updated December 2023]

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 Jersey Fleet Management.

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: December 2028**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Fleet Lists (incl. Emergency vehicles)	Retain until superseded	Annual snapshot to Jersey Archive	Archive	
Fuel Fob Logs	Retain until superseded	Destroy	N/A	No longer paper
Petroleum Spirit Licence	Retain until superseded	Destroy	N/A	
Petrol Delivery Certificates	1 year	Destroy	N/A	
Operational Files (e.g.) Lease Cars, Fuel Keys, New Vehicles	Whilst vehicle in service	Destroy	N/A	
Vehicle Registration Documents	Whilst vehicle in service	Transfer to vehicle owner as appropriate	N/A	
Fuel Sheets	1 year	Destroy	N/A	
Monthly & Weekly Fuel Reports	1 year	Destroy	N/A	No longer paper
Parish Permits	1 year	Destroy	N/A	
Tranman Database records	10 years	Destroy	N/A	Central filing 54

APPROVED AND SIGNED ON BEHALF OF JERSEY FLEET MANAGEMENT BY:

Name	Signature	Position	Date
Ellen Littlechild		Group Director, Operations and Transport, Infrastructure and Environment	20/12/2023

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	12/12/2023