

Department of Infrastructure

Operational Services

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 Operational 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: January 2021**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Cleaning Services - General				
National register of Sprayer Operators	Update when required	Destroy	N/A	
Litter round crews	Retain until superseded	Transfer copy when any major changes to Jersey Archive	Archive	
Cleaning Services – Parishes				
Parish Road Sweeping Records	Retain until superseded	Transfer copy when any major changes to Jersey Archive	Archive	
Daily vehicle checks (log books)	Whilst vehicle in service	Destroy	N/A	
Environmental Impact Assessment Record Sheets	5 years	Destroy	N/A	
Vehicle Log Books	Whilst vehicle in service	Transfer to new vehicle owner	N/A	
Housing tick work forms	5 years	Destroy	N/A	
Building defect reports	5 years	Destroy	N/A	

Sharps record book	5 years	Destroy	N/A	
Road Traffic Accidents – correspondence filed by year	10 years	Destroy	N/A	

APPROVED AND SIGNED ON BEHALF OF OPERATIONAL SERVICES BY:

Name	Signature	Position	Date
John Rogers		Director General, Growth, Housing and Environment	08.01.2016

APPROVED AND SIGNED BY JERSEY ARCHIVE:

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