

Department for Infrastructure

Parks and Gardens

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 Parks and Gardens.


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**

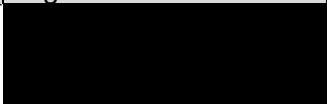
Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
General				
Tree surveys and inspections	10 Years	Destroy	N/A	
Events in Parks: Permits and administration	10 Years	Destroy	N/A	
Maps, plans and diagrams	10 Years	Review with Jersey Archive and transfer those of archival value	Archive	
Jersey Reference Information	Retain until superseded or no longer required	Destroy	N/A	
Non-Jersey Reference Information	Retain until superseded or no longer required	Destroy	N/A	
Lists of areas of land administered by TIS	Update as required	Transfer to Jersey Archive	Archive	
Machine and Operating Manuals	Retain until superseded	Destroy	N/A	
Sport and Recreation Areas and Amenity Areas – General and Project Files	Completion of project + 10 Years	Transfer sample of significant projects/buildings of special interest to Archive	Archive relevant material	Central Filing Ref 55/1

Chemicals				
Chemical Stock Records/Issue Sheets – Pesticides, Fungicides etc.	5 Years	Destroy	N/A	
Pesticide and Spraying records	5 Years	Review for any incidents of personal exposure before destroying	N/A	
Operations				
Operational Reports/Correspondence/info files for all parks, gardens and amenities	10 Years	Review and transfer Jersey Archive if appropriate	Weed and archive/destroy	
Branchage – Locations/Letters/Photos	5 Years	Destroy	N/A	
Trees and Plants				
Reports and Correspondence on high profile, significant impact diseases e.g. Dutch Elm	10 Years	Transfer to Jersey Archive	Archive	
Tree Council information minutes and correspondence	10 Years	Transfer to Jersey Archive	Archive	
Planting information and plans	10 Years	Transfer plans to major projects to Jersey Archive	Archive	
Slides of Trees and Parks	10 Years	Produce scanned copies and transfer original slides to Jersey Archive	Archive	
Eco-Active - Information and Agendas	5 Years	Destroy	N/A	
Plant British Standards	Until superseded	Destroy	N/A	

APPROVED AND SIGNED ON BEHALF OF PARKS AND GARDENS 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