

## Department of Infrastructure

### Site 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.*

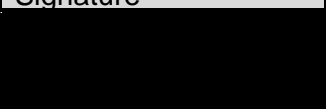
*This schedule applies to all records, whether paper or electronic that are produced by Site Services.*

*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.*

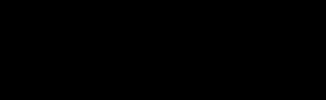
This schedule will be reviewed after 5 years. **Date of next review: January 2021**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Legionella Assessment areas	5 years	Destroy	N/A	H&S Manager - suggested 5 years
Inspection Reports (e.g.) Ladder; Scaffolding; Pontoon	Please refer to Generic Health and Safety Retention Schedule			
Dive team operational maintenance	Retain until superseded	Destroy	N/A	
Dive Team Photos and Videos	10 years	Review and transfer sample to Jersey Archive	Archive	
Maintenance and Operational schedules	10 years	Destroy	N/A	
Street Furniture Maintenance Inc. memorial benches	10 years	Destroy	N/A	

#### APPROVED AND SIGNED ON BEHALF OF SITE 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