

Department for Infrastructure

Transport

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 Transport.

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
Buses				
Statistics including Connex and ad-hoc reports	10 years	Transfer a copy of each to Jersey Archive	Archive	Central Filing 35/9
Bus Contracts	10 years	Review with, and transfer to, Jersey Archive	Archive	Central Filing 35/9
Parking control				
Information on States Members' Parking	10 years	Transfer to Jersey Archive	Archive	
Information on Taxi ranks and parking	10 years	Transfer to Jersey Archive	Archive	
Completed Parking Control Officer note books	10 years	Transfer 2% sample to Jersey Archive, destroy the rest	Archive	
Car Park Operational Information	10 years	Review and Destroy	N/A	
Car Park Statistics	10 years	Transfer to Jersey Archive	Archive	
Completed forms	10 years	Destroy	N/A	
Records of				
impounded vehicles	10 years	Destroy	N/A	
Annual returns (and reports on benchmarking data)	10 years	Destroy	N/A	

Control Room Daily Diary and Logs	10 years	Destroy	N/A	
Appeal Correspondence	7 years	Destroy	N/A	
Fines Database	Retain until 7 years after fine paid	Destroy	N/A	
Transport				
Road Safety Audit	10 Years	Transfer to Jersey Archive	Archive	

APPROVED AND SIGNED ON BEHALF OF TRANSPORT 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