

Department for Infrastructure
Waste Disposal and Management

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 Waste Disposal and 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: January 2021**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Asbestos				
Asbestos Disposal Strategy and Reports	10 years	Transfer to Jersey Archive	Archive	
Asbestos test results	40 years	Destroy	N/A	
Records of Asbestos Disposal	Retail whilst waste under control of TTS and then transfer records to the institutions that take over responsibility	Destroy	N/A	Waste Management (Jersey) Law 2005 for consignment notes: 2 years for all parties' signature
Avian Bird Flu				
Avian FW Operational Plans	10 years	Transfer to Jersey Archive	Archive	
Avian Bird Flu procedure	10 years	Transfer to Jersey Archive	Archive	
Bio Solids and Sludge				
Regular testing and results	10 years	Destroy	N/A	
Clinical Incinerator and Waste Files				
See directorate and overview section				

Contaminated land/soil				
Files including sample analysis, reports, email and diagrams	10 years	Transfer high profile/public facing cases to Jersey	Archive	Central Filing 39/5
Contamination Assessments	10 years	Transfer to Jersey Archive	Archive	
Energy from Waste				
Quarterly programme board minutes	10 year	Transfer to Jersey Archive	Archive	
Quarterly reports	10 years	Transfer to Jersey Archive annually	Archive	
Risk Register	10 years	Transfer to Jersey Archive	Archive	
EFW Contamination	10 years	Transfer to Jersey Archive	Archive	
Emissions breaches spreadsheet	Regularly updated	Overwritten annually	N/A	Feeds into quarterly reports which should be transferred to Jersey Archive
Weighbridge Tonnage Data	Regularly updated	Destroy	N/A	Feeds into quarterly reports which should be transferred to Jersey Archive
Contact records	Please refer to Generic Maintenance schedule			
Air Pollution Control Residue (APCR)				
Disposal: Tender and evaluation	10 years	Transfer to Jersey Archive	Archive	10 years
Disposal: Project terms and conditions	10 years	Transfer to Jersey Archive	Archive	10 years
Procurement strategy	10 years	Transfer to Jersey Archive	Archive	10 years
Procurement review	10 years	Transfer to Jersey Archive	Archive	10 years
Green waste				
Working plan	10 years	Transfer to Jersey Archive	N/A	
Reclamation				
Site diaries	10 years	Destroy	N/A	
Recycling				
Public awareness Campaigns – notices and leaflets	Until superseded	Transfer copy to Jersey Archive on production	Archive	
Litter and recycling	10 years	Transfer to Archive	Archive	Central filing ref 39/1,39/2, 39/2/1

Scrap Yard				
Hunts Jersey Limited Files	Please refer to Contracts Retention Schedule			

APPROVED AND SIGNED ON BEHALF OF WASTE DISPOSAL AND MANAGEMENT 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