Infrastructure and Environment (I&E)

Operational Improvement

Retention Schedule

December 2025

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 the Infrastructure and Environment Department (I&E).

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: December 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Policy documents	Years	20	Transfer to Archive	
Branchage – Locations/Letters/Photos / Fines	Years	5	Destroy	
Branchage maps	Keep until superseded		Destroy	
Branchage – Contract	Years	10	Transfer to Jersey Archive	
Data Sharing Agreements			Review at appropriate time with relevant departments	Copy to Jersey Archive – note which should be closed to the public on transfer no redactions necessary then.
Procurement Strategies	Years	10 from end of contract	Transfer to Jersey Archive	
Evaluation Matrix and Report	Years	10	Transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Request for Quotation (RFQ)	Years	10 from end of contract	Destroy	
Invitation to Tender (ITT)	Years	10 from end of contract	Destroy	
Unsuccessful Tender document	Year	1 after date of last paper	Destroy	
Successful Tender document	Years	10 from end of contract	Transfer to Jersey Archive	
Signed Contract	Years	10 from end of contract	Transfer to Jersey Archive	
Forms of Variation	Years	10 from end of contract	Destroy unless significant variation.	
Extension to Contract	Years	10 from end of contract	Transfer to Jersey Archive	

APPROVED AND SIGNED ON BEHALF OF THE INFRASTRUCTURE AND ENVIRONMENT DEPARTMENT:

Name	Signature	Position	Date
Ellen Littlechild		Group Director – Operations and Transport	16/12/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	16/12/2025