

Infrastructure, Housing & Environment

Operational Services Retention Schedule

[Updated March 2022]

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 Operational Services team.

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: March 2026**

Records in Series	Retention	Action by Department	Notes
Cleaning Services - General			
Litter-round crews	Retain until superseded	Transfer copy when any major changes to Jersey Archive	
Records of pesticide use / location	Retain for 40 years	Transfer electronic copies to Jersey Archive periodically	First transfer will be 2022
Seaweed collection and distribution onto fields	5 years	Transfer to Jersey Archive	
Cleaning Services – Parishes			
Contract documentation	10 years from commencement of contract	Transfer to Jersey Archive	
Parish Road Sweeping Records – only now St Helier		Transfer final set of records to JA for other parishes	

Historical records of office cleaning, market cleaning, housing cleaning and toilets from prior to 2016	Transfer in 2022	Transfer to Jersey Archive the history of the transition and why it took place	
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APPROVED AND SIGNED ON BEHALF OF OPERATIONAL SERVICES BY:

Name	Signature	Position	Date
Andrew Scate		Director General, Infrastructure, Housing and Environment	06.04.2022

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	05/04/2022