

Infrastructure and Environment (I&E)  
Regulatory Improvement and Licencing  
Retention Schedule

May 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 Department for Infrastructure and Environment (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: May 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
<b>Registrations and Permits</b>				
Registrations under Tourism (Jersey) Law 1948	Years	2	Transfer to Jersey Archive Provide Jersey Archive with an annual summary of registration data	Add Jersey Archive to distribution list <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Registrations under Places of Refreshment (Jersey) Law 1967	Years	2	Transfer to Jersey Archive Provide Jersey Archive with an annual summary of registration data	Add Jersey Archive to distribution list <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Beach concessions issued under Ministerial Decision (Policing of Beaches (Jersey) Regulations 1959	Years	2	Transfer to Jersey Archive Provide Jersey Archive with an annual summary of registration data	Add Jersey Archive to distribution list <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Beach Parking Permits issued under the Policing of	Year	1	Destroy	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Beaches (Jersey) Regulations 1959				
New and Provisional Applications under Licensing (Jersey) Law 1974	Years	2	Transfer to Jersey Archive Provide Jersey Archive with an annual summary of registration data	Add Jersey Archive to distribution list <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Renewal of Registrations under the Licensing (Jersey) Law 1974	Years	2	Destroy	Copies to come to Jersey Archive from States Greffe
<b>Policy, Legislation and Administration</b>				
Policy and Legislation Correspondence	Years	5	Transfer to Jersey Archive	
Ministerial Decisions	Years	3	Destroy	Copies to come to Jersey Archive from States Greffe
Human Resources and training records				As per People & Corporate services Retention schedule
Finance: working budget sheets, general invoices, purchase cards transaction docs	review annually (keep one full year)		Destroy All documents	also held by Finance or in Connect Finance
External Contracts	Years	3	Transfer to Jersey Archive	
Health and Safety: policies, risk ass, accident reports retained in SHE and Connect, meetings, audits (excluding public H&S)				As per People & Corporate services Retention schedule
Law / Policy / Technical Drafting documents	Years	5 after law is repealed	Transfer to Jersey Archive	
Procedural documents	Years	1 after expiry	Transfer to Jersey Archive	
Consents / Leases and agricultural transactions (including site services, occupancy agreements, consents)	Indefinitely		Send samples to Archive	Records need to be kept in order to know how land has been used in past.

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applications, enforcements, inspections, reports photos, and associated correspondence)				Consents put on data base when received  Review every 5 years for any items to be destroyed or passed to archive  Pass a small sample to Archive every 5 years to illustrate process
Land transactions and building reports and publications	Years	7	Transfer to Jersey Archive	Stored in Sharepoint and P drive
Regulation Projects	Years	10	Transfer to Jersey Archive	Stored in Sharepoint
Communications plans, data and files	Years	5	Destroy	
Regulation Extended leadership team correspondence, meeting notes and communications	Years	5	Destroy	On the assumption that any significant correspondence is saved in project file
Photographs	Year	1 after employee has left	Destroy	
Enquiries, Complaints & Responses	Year	1	Destroy	
Attorney General reports/ conflicts of interest	Years	5	Transfer to Jersey Archive	
Departmental events	Years	2	Destroy	
Teams Chat	Days	21	Destroy	This change affects everything under the Chat icon in Microsoft Teams. It includes any chats that have taken place

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
				within meetings and individual chats.

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

Name	Signature	Position	Date
Kelly Whitehead		Group Director - Regulation	24/03/2025

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	06/05/2025