JERSEY HERITAGE

Government of JERSEY

Infrastructure and Environment (I&E)

Driver and Vehicle Standards (DVS)

Retention Schedule

March 2026

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: March 2031

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Vehicle Registration				
Vehicle Registration Database		Indefinitely since 1994	Export annually to Jersey Archive	Electronic in agreed format
Auction Results	Years	100	Destroy	N/A
Vehicle Registration Paper Forms	Years	Current plus 3 years	Destroy	N/A
Vehicle Registration Electronic Scans	Years	Current plus 20 years	Destroy	N/A
Trade Licence Renewals	Years	Current plus 3 years	Destroy	N/A
Foreign Vehicles – Failed to Register	Years	Current plus 3 years	Destroy	N/A
Vehicle Registration Prosecutions (Failure to Notify)		Retain whilst in use	Destroy	N/A

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Article 19 Request / Disclosures	Years	Current plus 3 years	Destroy	
Vehicle Safety Recalls	Years	Current plus 3 years	Destroy	
Vehicle Registration Office Correspondence	Years	Current plus 10 years	Destroy	
Driving Licences				
LICAR Driving Licence System		Indefinitely	Export annually to Jersey Archive	Electronic in agreed format
Compulsory Basic Training (CBT) Records	Years	100		
ADI/CBT Instructors New Applications	Years	Current plus 1 year	Destroy	
Approved Driving (ADI) or CBT Instructor File		Retain in use plus 10 years	Destroy	
Driving examiner				
Driving Test Reports	Years	Current plus 1 year	Destroy	
Pass Certificate Books	Years	Current plus 1 year	Destroy	
Fail Certificate Books	Years	Current plus 1 year	Destroy	
Traffic Officer				
Certificate of Exemption – Registered	Years	Current plus 10 years	Destroy	
Certificate of Approval – Registered	Years	Current plus 10 years	Destroy	
Police Reports	Years	Current plus 10 years	Destroy	
Defect Letter	Years	Current plus 3 years	Destroy	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Defect Notice	Years	Current plus 1 year	Destroy	
PSV New Applications	Years	Current plus 1 year	Destroy	
PSV Badge Holder – Non-Plate Holder	Years	Current plus 10 Years	Destroy	
PSV Badge Holder – Plate Holder	Years	Retain in use, plus 10 years	Destroy	
PSV Company Record	Years	Retain in use, plus 10 years	Destroy	
P30 Applications	Years	Retain in use plus 10 years	Destroy	
Others				
CCTV Footage	Days	30	Destroy	Automatically destroyed
Feedback	Years	2	Destroy	
Telephone Recordings	Days	30	Destroy	Automatically destroyed

APPROVED AND SIGNED ON BEHALF OF THE DEPARTMENT FOR STRATEGIC POLICY, PLANNING AND PERFORMANCE BY:

Name	Signature	Position	Date
Ellen Littlechild		Group Director – Operations and Transport Infrastructure & Environment	14/05/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	03/03/2026