

Infrastructure and Environment

Liquid Waste section

Retention Schedule

[Updated March 2024]

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 Liquid Waste including Drainage.

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 2029**

Records in Series	Retention at Drainage section	Action by Drainage section	Action by Jersey Archive	Notes
Drainage				
Tanker emptying data	2 years	Destroy	N/A	
Properties database data	Retain whilst in use	Destroy	N/A	
Works diaries	1 year plus current year	Destroy	N/A	
Vehicle checks	1 year	Destroy	N/A	
Site notices	1 year	Destroy	N/A	
Sewage Treatment Works				
Monthly/Annual Statistical analysis	20 years	Copy to Jersey Archive upon creation	Archive	
Sample data (Mainly sewage treatment work analysis)	1 years	Archive	Archive	
Test schedule	1 year	Destroy	N/A	
Operational information	Retain until superseded	Destroy	N/A	

CCTV site footage	Rolling 31 days	Destroy	N/A	
Construction of new STW site (inc, minutes, images, etc)	10 years	Transfer to Jersey Archive	Archive	First transfer likely to be 2034 Please refer to generic construction projects retention schedule for advice
Log sheets	10 year	Destroy	N/A	Log such things as levels and usages, temperatures etc on any given date
Work diaries	10 years	Destroy	N/A	
Pumping stations				
Operational files	Retain for life of asset (15 years for all M&E assets)	Destroy	N/A	
Capital projects	Retain for life of asset plus 10 years as per generic Projects Retention Schedule	Transfer to Jersey Archive	Archive	Capital projects team handle these now
Pollution incidents register	10 years	Transfer to Jersey Archive	Archive	
Equipment certificates	Retain until superseded	Destroy	N/A	
Records section				
Advocate enquiry letters	1 year	Destroy	N/A	
Historic drainage and property records and laws	Retain copy in perpetuity Archive after 10 years	Transfer original to Jersey Archive	Archive	Some originals of historic documents are already with Jersey Archive and only copies held by drainage team
Sewer Connection Records, including applications and sketches	Retain copy in perpetuity	Transfer original to Jersey Archive after 10 years	Archive	Some originals of historic documents are already with Jersey Archive and only copies held by drainage team
Private property drainage reports	Retain whilst in administrative use	Destroy	N/A	
Sewerage Law Notices	Retain whilst in administrative use	Destroy	N/A	

Service company enquiries	1 year	Destroy	N/A	
Reference Material including maps, plans and calculation sheets	Retain whilst in administrative use	Transfer to Jersey Archive	Archive	
Historic drawings of public buildings and projects	10 years	Transfer to Jersey Archive	Archive	
Historic Photographs, Slides and Negatives	10 years	Transfer to Jersey Archive	Archive	
Liquid Waste Compliance				
Inactive trade effluent consents (ie business that have ceased trading)	1 year after business type has ceased trading	Destroy	N/A	<p>The trade effluent consent is assigned to the trade premises. A new trade effluent consent is not required when a similar type of business takes over the premises as the same consent will transfer into the new business' name.</p> <p>The consent becomes inactive when there is a change of purpose at the premises eg from bakery to a laundry</p> <p>The former consent form can be destroyed 1 year after the new consent form is completed.</p>
Case files including images	Retain whilst in use	Share data with Jersey Archive only for significant cases of high public interest after 10 years	Archive	

Records of disposal of oils/liquids	Retain whilst in administrative use. (Generally 1-2 years)	Destroy	N/A	
Odour monitoring incl. e-nose data	Retain for 5 years	Transfer stats annually to Jersey Archive	Archive	
Telemetry (sewage pumping station network data)				
High level telemetry data	5 years	Initial transfer of 5 years annual historical data to Archive and then monthly thereafter	Archive	Up to 5 years back info from Oct 2021 and monthly going forward.
Software contracts and support	Retain whilst in administrative use	Destroy	N/A	
Drainage Infrastructure				
Timesheets	1 year	Destroy	N/A	
Manuals	Retain for life of item	Destroy		
Complete files incl. H&S file, images, drawings, minutes etc.	10 years	Transfer to Jersey Archive	Archive	Health & safety file generated at the end of each job. Ties in with retention for drainage design items below
Drainage design and Drainage Investigations				
Complete files incl. H&S, images, drawings, minutes, etc.	10 years	Transfer to Jersey Archive	Archive	
Meeting minutes (Team meetings)	5 years	Destroy	N/A	

APPROVED AND SIGNED ON BEHALF OF DRAINAGE SECTION BY:

Name	Signature	Position	Date
Ellen Littlechild	<i>E. Littlechild</i>	Group Director, Operations and Transport within Infrastructure, and Environment	08/03/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril	<i>L. Romeril</i>	Archives and Collections Director, Jersey Heritage	11/03/2024