

## Infrastructure and Environment (I&E)

### Land Resource Management

#### Retention Schedule

August 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 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: August 2029

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Public Access to countryside – licences, agreements and management agreement	Years	3 after expiry	Destroy	Check renewal or cancellation taken place
Public Access to countryside – Reports, publications, guidance and correspondence (including Strategy docs)	Years	Review every 5	Archive	Weed, and transfer out of date guidance to Archive
Countryside complaints register	Years	10	Destroy	
Grant applications, approvals/ refusal, associated correspondence	Years	5 transfer key info to single spread sheet	Destroy original docs after transfer Copies of all annual reports to archive	Archive annual reports

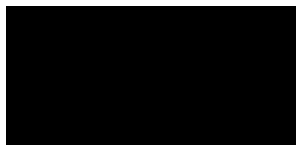
Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Biological information – monitoring, survey (species, habitats)	Indefinitely		Archive	Transfer annually to data base (Jersey Biodiversity centre).  Destroy old forms after transfer to data base. Copies of all annual reports to archive
Contractor agreements (inc, plans, quotations, general correspondence)	Years	7 after superseded	Destroy	
Stakeholder documents (liaison)– agreements, species info (Golf courses, Planning, Airport, Durrell, etc)	Years	5 after superseded	Archive	
Stakeholder documents - management plans	Years	5 after superseded	Archive	Copy of management plan to Jersey Archive every 5 years or after significant update/project.
Site Management – Works (benches, locks, maps, plans, general works)	Years	5 after superseded	Destroy	
Protected Sites – designation, boundaries, management plans and	Indefinitely		Archive	Pass copy to archive on 10 year cycle

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
associated correspondence				
Law / Policy / Technical / Drafting documents (including MEAs)	Years	5 after superseded	Archive	
Meeting Agendas Minutes (general) Eg Ecology trust fund	Years	5	Transfer to high level meeting paperwork Archive	Weed and transfer to Archive
Biodiversity – Action plans, publications and reports	Years	Review at 10	Weed and destroy out of date information. Copy to archive on 10 year running cycle	Pass copy to archive on 10 year cycle
Planning application - responses and associated documents	Years	Review in 5 – move to EDM solution	Destroy after 5 years, master version is held at building control	Master Version at Building Control
Wildlife Licensing	Years	10 after expiry	Check renewal or cancellation taken place, Destroy	
Biodiversity Advisory Group – info on projects, stakeholders, Meeting agendas, minutes	Years	Review every 1	Weed and destroy out of date information. Transfer high level meeting minutes and agendas to Archive	
General Countryside Ecology Reports and Publications (Signs, guidance, advice, leaflets)	Years	5 after superseded	Copy to Jersey Archive - Destroy when no longer in use	
Enforcement, prosecution files	Years	10	If goes to court pass prosecution files to Archive. If not destroy	
Multi Lateral Environment Agreements (MEA's) 3 year reporting	In perpetuity		Copy of MEA to be sent to Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
General reports plus publications - Jersey related content	In perpetuity		Copy of report to Archive once generated	
Photos / images	Years	3	Sample of photos to archiving with description and any relevant details and destroy the remainder	
Social Media			Archive to add to British Library Web Archive	
Volunteer feedback surveys, questionnaires	Years	2	Destroy	
Monitoring data and related information (monitoring data, surveys, lab reports, species, habitats)	Indefinitely	Transfer water quality data to data base within a year of collection. Air Quality data stored electronically as appropriate.	Transfer to Database. Scan fieldsheets /certificates, Destroy after 20 years	
Pollution Prevention General (advice, publicity material, periodicals, campaigns, project work, photographs, presentations etc)	Years	10	Weed, Transfer significant campaign data to Archive. Destroy remainder	
Contaminated Land Information (Site investigation reports, correspondence)	Years	2 post development completion. SI borehole locations retained	Scan documentation. Provide SI reports and key correspondence to archive. Retain SI location, geological/hydrogeological information indefinitely	


Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Land searches and similar advisory / Information requests	Years	10	Destroy	
Operational documents (SOP's, site directions, equipment)	Years	2 after superseded or no longer of use	Destroy	
General correspondence	Years	10	Weed, pass any significant documents to Archive  Chat Icon in Microsoft Teams will be destroyed after 21 days	
Reports and Publications written or commissioned by dept. (Water, and Air Quality)	Years	20	Copy to Archive upon production	Retain reports of significant importance for 30 yrs
Contact details of property owners where we sample			Destroy	Retain securely until such time that the sample location becomes inactive or the land passes to a new owner

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

Name	Signature	Position	Date
Willie Peggie		Director of Natural Environment	12/09/2024

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
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Linda Romeril		Archives and Collections Director, Jersey Heritage	26/07/2024
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