

Natural Environment Ecology (Ecology and Countryside)

Records	Retention Period	Action by Dept if required	Action by Jersey Archive	Notes	Notes on how Retention Schedule has been actioned, by whom and date.
Public Access to countryside – licences, agreements and management agreement	3 years after expiry	Check renewal or cancellation taken place, Destroy	None		
Public Access to countryside – Reports, publications, guidance and correspondence (including Strategy docs)	Review every 5 years	Weed, and transfer out of date guidance to Archive Copy of all publications to Archive	Archive		
Countryside complaints register	10 years	Destroy	None		
Grant applications, approvals/ refusal, associated correspondence	5yrs – transfer key info to single spread sheet	Destroy original docs after transfer Copies of all annual reports to archive	Archive annual reports		
Biological information – monitoring, survey (species, habitats)	Transfer annually to data base (Jersey Biodiversity centre). Keep indefinitely	Destroy old forms after transfer to data base. Copies of all annual reports to archive	Archive		
Contractor agreements (inc, plans, quotations, general correspondence)	7 years after superseded	Destroy	None		
Stakeholder documents (liaison)– agreements, species info (Golf courses, Planning, Airport, Durrell, etc)	5 years after superseded	Archive	Archive		
Stakeholder documents - management plans	5 years after superseded	Copy of management plan to Jersey Archive every 5 years or after significant update/project.	Archive		
Site Management – Works (benches, locks, maps, plans, general works)	5 years after superseded	Destroy	None		
Protected Sites – designation, boundaries, management plans and associated correspondence	Indefinitely	Pass copy to archive on 10 year cycle	Archive		
Law / Policy / Technical / Drafting documents (including MEAs)	5 years after superseded	Copy to Jersey Archive	Archive		
Meeting Agendas Minutes (general) Eg Ecology trust fund	5 years	Transfer to high level meeting paperwork Archive	Weed and transfer to Archive		
Biodiversity – Action plans, publications and reports	Review at 10 years	Weed and destroy out of date information.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	Review in 5 years – move to EDM solution	Destroy after 5 years, master version is held at building control	None	Master Version at Building Control	
Wildlife Licensing	10 years after expiry	Check renewal or cancellation taken place, Destroy	None		
Biodiversity Advisory Group – info on projects, stakeholders, Meeting agendas, minutes	Review every year	Weed and destroy out of date information. Transfer high level meeting minutes and agendas to Archive	Archive		

General Countryside Ecology Reports and Publications (Signs, guidance, advice, leaflets)	5 years after superseded	Copy to Jersey Archive - Destroy when no longer in use	Archive		
Enforcement, prosecution files	10 years	If goes to court pass prosecution files to Archive. If not destroy	Archive		
Multi Lateral Environment Agreements (MEA's) 3 year reporting	In perpetuity but send a copy to Archive	Copy of MEA to be sent to Archive	Archive		
General reports plus publications - Jersey related content	In perpetuity	Copy of report to Archive once generated	Archive		
Photos / images	3 years	Sample of photos to archiving with description and any relevant details and destroy the remainder	Archive		
Social Media	N/A	Archive to add to British Library Web Archive	Archive		
Vouunteer feedback surveys, questionnaires	2 years	Destroy	None		
Monitoring data and related information	Transfer water quality data	Transfer to Database. Scan fieldsheets /certificates, Destroy after 20 years	None		
Pollution Prevention General (advice, publications)	10 years	Weed, Transfer significant campaign data to Archive. Destroy remainder	Archive		
Contaminated Land Information (Site information)	2 years post development	Scan documentation. Provide SI reports and key correspondance to archive. Retain SI location, geological/hydrogeological information indefinitely	Archive		
Land searches and similar advisory / Information	10 years	Destroy	None		
Operational documents (SOP's, site directories)	2 years after superseded	Destroy			
General correspondance	10 years	Weed, pass any significant documents to Archive	Archive		
Reports and Publications written or compiled	20 years (Retain reports)	Copy to Archive upon production	Archive		
Contact details of property owners where relevant	Retain securely until successful	Destroy	None		

Signed : WP Willie Peggie Director of Natural Environment Date: 23/5/23	Signed : LR Linda Romeril Jersey Heritage Date: 17/05/23
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