

Infrastructure and Environment (I&E)

Parks and Gardens Retention Schedule

Retention Schedule

March 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 for Infrastructure and Environment Department (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 2030

| Record Type Title | Retention by I&E (Unit) | Retention by I&E (Number of Units) | Action by I&E | Notes |
|--|--|---|--|---|
| General | | | | |
| Tree surveys and inspections | Retain while the tree is still on site | | Details of the surveys carried out to be shared annually with Jersey Archive | A survey is carried out every 4 years for each site/tree. The records retained at I&E can be destroyed if a tree no longer exists on the site |
| Administration re Tree Preservation Orders and planning applications | Months | 3 after Tree Preservation Order Approved | Destroy | The Planning team will hold details of the Tree Preservation Order |
| Administration re High hedges disputes | Months | 3 after enforcement case lodged with the Planning Compliance team | Destroy | |
| Events in Parks: Permits and administration | Year | 3 after completion of event | Destroy | |

| Record Type Title | Retention by I&E (Unit) | Retention by I&E (Number of Units) | Action by I&E | Notes |
|---|--|--|---|---|
| Maps, plans and diagrams of listed parks | Retain until superseded Years | 10 following creation of any new or updated data | Transfer superseded items to Jersey Archive | |
| Jersey Reference Information (Data sheets & non-plant British Standard Information) | Retain until superseded or no longer required | | Destroy | |
| Non-Jersey Reference Information (Data sheets & non-plant British Standard information) | Retain until superseded or no longer required | | Destroy | |
| Machine and Operating Manuals | Retain until superseded or machine taken out of commission | | Destroy | |
| Recreation Areas and Amenity Areas – General and Project Files | Years | Completion of project + 10 | Transfer to Jersey Archive | |
| Chemicals | | | | |
| Chemical Stock Records/Issue Sheets – Pesticides, Fungicides etc. | Years | 5 | Destroy | |
| Pesticide and Spraying records | Years | 40 | Archive | <p>Review for any incidents of personal exposure before destroying Send samples to Jersey Archive</p> <p>Records to be kept up to 40 years in accordance with the following legislation</p> <p>The Control of Substances Hazardous to Health 2002 (COSHH) law</p> |

| Record Type Title | Retention by I&E (Unit) | Retention by I&E (Number of Units) | Action by I&E | Notes |
|--|-------------------------|---|--|---|
| Operational Reports for all parks, gardens and amenities | Years | 2 | Transfer to Jersey Archive | |
| Correspondence for all parks, gardens and amenities | Years | 5 | Destroy | |
| Information files for all parks, gardens and amenities | Years | 5 | Transfer to Jersey Archive | |
| Reports and Correspondence on high profile, significant impact diseases e.g. Dutch Elm | Years | 1 after specific disease has been contained | Transfer copies to Jersey Archive annually | |
| Planting information and plans | Years | 10 | Transfer plans of major projects to Jersey Archive | |
| Photographs of Trees and Parks | Years | 10 | Transfer original slides/negatives/ digital copies to Jersey Archive | |
| Plant British Standards BS5873 | Until superseded | | Destroy | |
| Public consultations inc. Coronation Park alterations | Years | 10 | Transfer to Jersey Archive | Final report and set up of the consultation |
| Risk assessments | Year | Retain for 1 after superseded | Destroy | |
| Method statements | Year | Retain for 1 after superseded | Destroy | |
| CCTV | Days | 28 | Destroy | Destruction is automated on a rolling basis |

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 | 07/03/2025 |

APPROVED AND SIGNED BY JERSEY ARCHIVE:

| Name | Signature | Position | Date |
|---------------|-----------|--|------------|
| Linda Romeril | | Archives and Collections Director, Jersey Heritage | 20/03/2025 |