Infrastructure and Environment (I&E)

Sport Retention Schedule

May 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: May 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Management Team				
Meeting minutes for Management Team	Years	3 plus current	Transfer to Jersey Archive	
Service Level Agreements	Years	3 plus current	Transfer to Jersey Archive	
Other Team meeting minutes – i.e. Duty Teams, Marketing etc	Years	3 plus current	Destroy	
Personnel Records	None		Transfer to People & Corporate Services	
Health & Safety				
Meeting minutes for Health and Safety Committee (Quarterly)	Years	3 plus current	Transfer to Jersey Archive	GOJ Internal Policy
Sports Health & Safety policy documents	Retain until updated		Transfer to Jersey Archive	GOJ Internal Policy
Sports Risk Assessments	Year	1 after review and significant update or work no longer carried out	Destroy	Records Management Society: in line with UK law

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
H&S performance measurements	Years	3 after any actions completed	Destroy	GOJ Internal Policy
Site safety inspections and audits	Years	3 after any actions completed	Destroy	GOJ Internal Policy
H&S training records			Destroy	As per HR PF Policy but at least three years from termination of contract Statutory & Insurance requirement
H & S statutory notification forms or certificates	Permanent retention by Dept until equipment is replaced or decommissioned		Destroy	Insurance requirement
Personal Protective Equipment issue	Years	3 from date of issue	Destroy	Insurance requirement
Personal protective equipment and Respiratory Protective Equipment Maintenance	Years	3 from date of issue	Destroy	*COSHH ACoP & Insurance Requirement
DSE Assessments	Years	3 from termination of contract	Destroy	
Safe Systems of Work (SSOW)	Year	1 after review and significant update or work no longer carried out	Destroy	
Accident / near miss reports - Adults	Years	10 after incident	Destroy	
Accident / near miss investigations - Adults	Years	Review after 10 to ensure any claim is settled	Destroy	(National Archive = 10 years from last entry)
Accident / near miss reports - Children	Years	25 after any legal is action is closed	Destroy	Records Management Society – Guidelines for Local Authority based on UK Law
Accident / near miss investigations - Children	Years	25 after any legal action is closed	Destroy	Records Management Society – Guidelines for Local Authority based on UK Law

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
COSHH assessments	Years	40	Destroy	GOJ Internal Policy – Updates are on live document that is updated as and when required
Personal Monitoring of exposure to substances hazardous to health	Years	40 from date created	Destroy	COSHH ACoP (10)
Examination, testing and repair of plant and equipment provided to control exposure to hazardous substances	Years	5 from date created and from date plant or equipment replaced or decommissioned	Destroy	COSHH ACoP
Possible asbestos exposure reports	Years	50 after date of event	Retain	Jersey ACoP 8 - Corporate and People Services Records
Annual Playframe inspections	Until next review		Destroy	
Financial Records				
Daily Banking & reconciliation	Year	1 Plus current	Destroy	
Active Customer Records				
Membership database – Plus 2	Year	Current plus 1 after expiry of membership	Destroy – Remove from database	
Application Forms	Year	Current plus 1 after expiry of membership	Destroy	
Direct Debit Mandates	Keep until the first direct debit is claimed and receipted		Destroy	
Marketing material/leaflets	Only use current literature		Transfer copy on production to Jersey Archive	
Sports Events				
Event plans and risk assessments	Year	1 after event and significant update or event no longer in operation	Destroy	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Bookings Team				
Booking forms (+ signed T&C's)	Year	Current plus 1	Destroy	
Facilities Teams				
Maintenance schedules, diaries and logs	Held in connect assets		Destroy	
Installation and condition surveys (plant and services)			Archive	Refer to Jersey Property Holdings
Maintenance and operational manuals	Retain until equipment disposed of		Destroy	
Equipment condition surveys	Retain until subsequent survey		Destroy	
Maintenance contracts and related correspondence	Current plus previous contract		Destroy	
Duty Manager Daily Checks	Year	Current plus 1	Destroy	
Cleaning records	Year	Current plus 1	Destroy	
Gym Checks	Year	Current plus 1	Destroy	
Pool Water Test Records	Years	Current plus 5	Destroy	
Water Management Flushing Records	Years	5	Destroy	
Rosters	Year	Current plus 1	Destroy	
Leases and Licenses	Current plus last contract		Destroy	
CCTV	Days	31	Destroy	automatic deletion
Poolview CCTV	Days	21	Destroy	automatic deletion
Lost Property register/log	Year	Current plus 1	Destroy	
Regulated course documentation, training records and qualifications (Beach and Pool Lifeguards and Swim England)	Years	7	Destroy	Royal Life Saving Society and Swim England Qualifications
Ground Maintenance Team				
Pesticide Spray Records	Years	25	Review and destroy	
Pesticide stock lists (Materials Kept in Chem Safes)	Years	5	Review and destroy	

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	13/05/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	14/05/2025