

Infrastructure and Environment
Climate Change Engagement
Retention Schedule

[Updated January 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 Climate Change Engagement.

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: January 2029**

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
<u>Public consultations</u> - responses to public consultations including online surveys; written submissions	5 Years	Transfer final consultation report to Jersey Archive Destroy associated paperwork	Archive final report	Consultation reports to Jersey Archive
<u>Eco accreditations</u> including application forms, certificates and renewals)	5 years	Records to be deactivated 1 year after no correspondence or at request. Then record destroyed 4 years following deactivation	Archive sample	Small sample to Archive to illustrate process - closed under commercial exemption
Eco accreditations SOJ and SOJ	5 years – after the eco active	CRM records to be	Archive sample	Small sample to Archive to


schools eco active documents (including application forms, certificates and renewals)	states programme was deactivated (programme ended 2019)	deactivated 1 year after the eco active States programme ends or if a SOJ department / school no longer exists. The records will then be destroyed 4 years after deactivation		illustrate process - closed under commercial exemption
Contact details: stakeholders including business and school contacts and those from external organisations	1 year	Destroy after 1 year of no correspondence	None	None
Campaigns, competitions and engagement work	5 years	Transfer copies of campaign literature and publicity to Jersey Archive. Destroy associated documents after 5 years.	Archive	
Contracts: Individual contractor details: CVs, contact and remuneration	5 Years	Destroy	None	None
Finance: budgets, invoices (Supply Jersey) and purchase card transaction reports.	Refer to Public Finances Manual Supporting Documents for specific retention periods			
HR records: recruitment, past and present employees. Training and development	Refer to Generic Personnel schedule for specific			

records. Appraisals. Photographs	retention periods			
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APPROVED AND SIGNED ON BEHALF OF ENVIRONMENTAL POLICY BY:

Name	Signature	Position	Date
Willie Peggie		Group Director – Natural Environment	14/03/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	15/03/2024