

Infrastructure and Environment (I&E)

Climate Change Engagement

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.

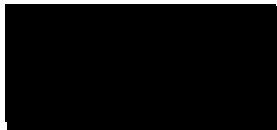
This schedule will be reviewed after 5 years. Date of next review: August 2029

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Public consultations - responses to public consultations including online surveys; written submissions	Years	5	Transfer final consultation report to Jersey Archive Destroy associated paperwork	Consultation reports to Jersey Archive
Eco accreditations including application forms, certificates and renewals)	Years	5	Records to be deactivated 1 year after no correspondence or at request. Then record destroyed 4 years following deactivation	Small sample to Archive to illustrate process - closed under commercial exemption
Eco accreditations SOJ and SOJ schools eco active documents (including application forms, certificates and renewals)	Years	5 after the eco active states programme was deactivated (programme ended 2019)	CRM records to be deactivated 1 year after the eco active States programme ends or if a SOJ department / school no-longer exists. The records will then be	Small sample to Archive to illustrate process - closed under commercial exemption The eco active programme was completed in 2019 and so records will be sent


Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
			destroyed 4 years after deactivation	to Archive/deleted in 2024.
Contact details: stakeholders including business and school contacts and those from external organisations	Year	1	Destroy after 1 year of no correspondence	
Campaigns, competitions and engagement work	Years	5	Transfer copies of campaign literature and publicity to Jersey Archive. Destroy associated documents after 5 years.	
Contracts: Individual contractor details: CVs, contact and remuneration	Years	5	Destroy	
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 records. Appraisals. Photographs				Refer to Generic Personnel schedule for specific retention periods
Teams Chat	Days	21	Destroy	This change affects everything under the Chat icon in Microsoft Teams. It includes any chats that have taken place within meetings and individual chats.

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Photos of events and engagement activities	Years	5	Small sample to Jersey Archive then destroy	

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

Name	Signature	Position	Date
Willie Peggie		Group Director – Natural Environment	14/10/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	14/10/2024