Infrastructure and Environment (I&E)

Technical Support Services - Projects

Retention Schedule

January 2026

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 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: November 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Financial				
Primary financial documents – invoices, orders, credit notes etc				Please refer to Finance Manual
Capital Project Board notes / minutes / reports	Years after project end	10	Transfer to Jersey Archive	Please refer to Treasury retention requirements
Budget / Cash Limit workings	Years plus current	6	Weed & Transfer high level budget overview to Archive	Please refer to Treasury retention requirements
Capital Plans	Years after plan period end	10	Transfer to Jersey Archive	Please refer to Treasury retention requirements
Projects – charges	Years plus current	10	Transfer final reports to Archive, weed & destroy working papers	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Monthly Gas coordination board	Years	5	Reports to Archive, working papers destroy	
Ad-hoc requests for info etc (eg FoI, States Qs, internal queries)	Years	3, unless finance related, then 6+1	Destroy	Responses will be archived as part of States Greffe or Central FoI records.
Operational				
Monthly co-ordination meetings (gas) notes	Years	3	Destroy	
Projects – change	Years	Minor : 5 Major : 10	Transfer proposals to Archive	
General e-mail corresp.	Years	10	Destroy	
Written notebooks (general notes by date)	Years	5	Destroy	Unstructured filing – info only retrievable by date

APPROVED AND SIGNED ON BEHALF OF THE INFRASTRUCTURE AND ENVIRONMENT DEPARTMENT:

Name	Signature	Position	Date
Ellen Littlechild	E. Littlechild	Group Director – Operations and Transport	29/01/2026

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril	L. Romeril.	Archives and Collections Director, Jersey Heritage	29/01/2026