Infrastructure and Environment (I&E)

Transport and Highways Retention Schedule

Retention Schedule

December 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 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: December 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
General – All teams				
Team meeting minutes	Years	10	Destroy	High level meetings transfer to Jersey Archive
Timesheets	Year	1	Destroy	
All finance budgets, bids for funding, capital budget decisions, budget control & cost plans	Years	10 from completion of project	Transfer to Jersey Archive	
Policy, strategy and operational procedure development documents	Years	10	Transfer to Jersey Archive	
Sustainable Transport-related decisions	Years	10	Transfer to Jersey Archive	
Law Officer legal advice	Years	10 from project end	Transfer to Jersey Archive as part of project file	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Law drafting – Ministerial Decisions & consultations re draft legislation	Years	10 from project end	Transfer to Jersey Archive	
Parish Speed & traffic order requests, correspondence, surveys, data analysis, public consultations and schemes	Years	10	Destroy	Transferred to Jersey Archive from the Parishes
Consultations and preparatory paperwork for Development Control re planning applications	Years	10 after project completion	Transfer to Jersey Archive as part of complete project file	
Project proposals – approved	Years	10 after completion of project	Transfer to Jersey Archive	
Project proposals – rejected or deferred	Years	5 after rejection or deferral	Destroy	*See variations below
Project initiation documents –brief or statement of requirements, business case, scope, plan, presentations, Project Quality Plan, timetable, available resources and budget, risk assessment, compliance assessments, project approval	Years	10 after completion of project	Transfer to Jersey Archive as part of complete project file	
Feasibility studies – working papers, draft reports and correspondence	Years	2 after completion of project	Destroy	
Final feasibility report – approved	Years	10 after completion of project	Transfer to Jersey Archive as part of complete project file	
Small scheme final feasibility report – rejected or deferred	Years	20 after rejection or deferral	Destroy	IHE schemes can often take considerably more than 5yrs before coming to fruition

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Large scheme documentation - rejected or deferred	Years	20 after rejection or deferral	Transfer to Jersey Archive	*This could be a longer time period for schemes within the Transport Planning team
Specifications and statements of requirements – provisional/ proposed/ draft	Years	5 after completion of project	Destroy	
Specifications and statements of requirements – final	Years	20 after completion of project	Transfer to Jersey Archive	
Project plans – preliminary/proposed, final contract plans or drawings	Years	20 after completion	Transfer to Jersey Archive	
Contractor/supplier/product selection – standing approved list	Current		Destroy when new list issued	
Contractor/supplier/product selection - requests for information or proposals or invitation to tender	Years	10 after completion of project	Destroy	
Contractor/supplier/product selection – responses/ tender & evaluation reports – approved	Years	20 after completion of project	Transfer to Jersey Archive	
Contractor/supplier/product selection – responses/tender and evaluation reports – rejected	Years	5 after rejection	Destroy	
Contractor/supplier/product selection – minutes and record set of papers of tender board or selection process	Years	10 after completion of project	Transfer to Jersey Archive	
Contractor/supplier/product selection – tender board working papers and duplicates/drafts of above	Years	2 after completion of selection process	Destroy	
Contracts and agreements for supply or work	Years	10 after completion of contract	Transfer to Jersey Archive	
Bills of quantities	Years	20 after completion of project	Transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Maps, plans and drawings – working and other copies, shop drawings etc	Years	5 after completion of project	Destroy	
Maps, plans and drawings – master set or as-built drawings, including M & E and structural drawings, where these differ from contract drawings	Years	20 after completion of project	Transfer to Jersey Archive	
Artistic impressions / Photographic records	Years	20 after completion of project	Transfer to Jersey Archive	
Correspondence and papers relating to variations in specifications	Years	10 from completion of project	Destroy	
Financial documents – total budget and budget control, cost plans	Years	10 from completion of project	Transfer to Jersey Archive	
Project development – records of testing of equipment, supplied goods or materials and site records	Years	10 from completion of project	Destroy	
Project development – project schedules incl. contingency and backup plans	Years	10 from completion of project	Destroy	
Project development – interim certificates/sign-off of work completed	Years	20 from completion of project	Transfer to Jersey Archive	
Health and safety records - other than those finalising project files			Various	See generic schedule for Health and Safety Records
Project Management and Project Boards – minutes and reports	Years	20 from completion of project	Transfer to Jersey Archive	
Project Management and Project Boards – general correspondence	Years	5 after completion of project	Destroy	
Project Management – site meeting minutes	Years	10 after completion of project	Transfer to Jersey Archive	
Project evaluation and final reports	Years	10 after completion of project	Transfer to Jersey Archive	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Product descriptions	Years	5 after completion of project	Destroy	
Product operating manuals	Retain whilst current		Destroy	Retain whilst current
Claim and arbitration records incl. third party claim files	40 years	40	Transfer to Jersey Archive	In line with insurer's retention schedule
Site/Measured Surveys	Included within project file	10	Transfer to Jersey Archive	Included within project file
Structural reports including work by sub-contractors	Years	10	Transfer to Jersey Archive	
Traffic modelling incl. associated papers	Years	10	Transfer to Jersey Archive	
Asset inventory information (records change to an asset by an individual project that over time generates the history of change to the asset)	Annual GIS snapshot	1	Share with Jersey Archive	Annual GIS snapshot
Highways and Coastal team				
Asset Development				
Project files (means for making the change)	Years	10 after completion of project	Transfer to Jersey Archive	100+ project contracts Transferred to Jersey Archive during 2021 with completion dates ranging between 2004 and 2018 with job numbers between 1122 and 1875, plus 394
Highways Agreement contracts	Years	10	Destroy	
Planning Obligation Agreement correspondence	Years	10	Destroy	Actual document held by Judicial Greffe
Coastal Asset Management				
Coastal Asset Records, asset inventory, material records	Retain for the life of the asset.		Share with Jersey Archive at 20 years	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Coastal protection – Reactive maintenance	10 years	10	Destroy	
Coastal protection – planned maintenance asset information	Retain for the life of the asset		Share with Jersey Archive	
Highway and footpath- operational maintenance	10 years	10	Destroy	
Ancient monument - operational maintenance	10 years	10	Transfer to Jersey Archive	
Inspections/ Condition Audits	10 years	10	Transfer to Jersey Archive	
Air LIDAR flyovers	Retain whilst in administrative use		Transfer copy to Jersey Archive on production	
Highways Asset Management				
General – Highways Asset Management				
Abnormal loads	Years	10	Transfer to Jersey Archive	
Carriageways				
Maps of centre lining and cleaning	Retain whilst in administrative use	Destroy		
Photos of areas to be line marked	5 years	Destroy		
High Friction Site maps and information	7 years	Destroy		
Planned Inspections and maintenance records.	Retain whilst responsible for asset plus 2 years.	Destroy	If responsibility for asset is transferred then records passed to the next responsible team	
Reactive inspections & maintenance records held in HighwayWorx eFolder main file	Years	10	Destroy	
Highwayworx systems data	Systems data Retain for the		N/A	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
	life of the software			
Lighting and traffic signals maintenance	Retain until units updated		Destroy	
Changes to lighting infrastructure	Years	10	Archive with project file	
Highways & Coastal Service Providers				
General – Service Providers				
Job quotes (Parish & GoJ)	Years	5	Destroy	
Christmas - hiring agreements/ lights/ quotes/costs of decorations/info	Years	5	Transfer to Jersey Archive	
Survey team				
Raw GSi n4ce drawing files	Retain whilst in operational use		Delete	
Database-produced drawing files	Retain whilst in operational use		Transfer to Jersey Archive as part of project file	
Autocad versions of drawings	Deleted immediately after sharing		N/A	
Fee/billing information	Years	10	Delete	
Road Works and Event Management				
Events information prior to Introduction of Public Events Law incl. charity events	Years	10	Transfer to Jersey Archive	Generic Licence information required until 2027
Traffic Management plans (temporary traffic Management) & sign schedules	Years	10	Destroy	
Permits & informal enforcement certification. Correspondence, appeals, photos, codes of practice, training, licence system for certification	Years	7	Destroy	
Trafficworx system data including activities, activity stages, street segments, activity inspections, activity defects, activity document,	Systems data - retain for the life of the software		N/A	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Highway authorities, permit details, centrelines				
Trafficworx Activity Info Requests, Activity update proposals, Applicant Contractor details	Retain for the life of the software		N/A	
Trafficworx Registration Details	Systems data Retain for the life of the software plus 5 years		N/A	
Trafficworx TWX_WorksContractors, Applicant	Years	7 for personal information	Destroy	
Trafficworx TWX_Fees	Years	10 destroy	Migrate data required by Finance team until deletion	
Trafficworx TWX_ActivityDefects	Years	Keep minimum 40 and at least for the life of the system + 5.	Retain for the life of the system	Systems data.
Road Traffic orders. Laws and amendments	Retain until superseded		Destroy	Jersey Archive receives these from States Greffe
Processes and correspondence for changes to Road Traffic orders	Years	20	Transfer to Jersey Archive	
Signals				
Traffic signals configuration	Years	20	Destroy	
Road Traffic collision details related to signals supplied to States of Jersey Police.	Years	5	Destroy	
Fault logs - previous system and new system	Retain whilst in current use		Destroy	
JT infrastructure details and correspondence policy information only	Years	20	Transfer to Jersey Archive	
Street lighting				
Customer correspondence	Destroy once issue dealt with			

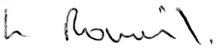
Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Road Safety				
Road safety audits and surveys	Years	10	Transfer to Jersey Archive	
GIS data	All data reverted back to central GiS team		N/A	
Road Safety Request Review Panel & database, maps and patterns	Years	10	Share with Jersey Archive	
Transport Planning				
Transport Planning - General				
Surveys – pedestrian cycle and vehicle counts and basic mapping	Years	10	Transfer to Jersey Archive	
CCTV for traffic monitoring	Keep until statistical information compiled		Destroy	
Public realm transport & infrastructure changes and upgrades incl. legal advice re buses and & taxis	Years	10	Transfer to Jersey Archive	Transfer to relevant team or to Jersey Archive after 10 years
Decisions regarding new transport types e.g. electric bikes, scooters	Years	10 following first legal permitted use	Transfer to Jersey Archive	
Ministerial items including States questions, scrutiny Propositions	Years	10	Destroy	Jersey Archive receive from States Greffe
Planning applications support information incl. public enquiries	Years	20 following site occupation	Transfer to Jersey Archive	
Policy documentation incl. climate change documentation	Years	10 and then review whether in current usage	Transfer to Jersey Archive	
Schemes that did not go ahead	Years	20	Destroy	*Longer time period for this team
Emergency planning including COVID-related decisions	Years	5	Transfer to Jersey Archive	
Road traffic accident log	Years	10	Destroy	
Transport Planning				
Buses				

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Bus route changes, timetable alterations and school buses	Years	Expiration of the contract plus 10	Transfer to Jersey Archive	
Bus stops and shelters, database, changes, new bus stop requests incl. review panels	Years	10	Transfer to Jersey Archive	
OAP Passes, School bus passes, Disabled travel bus passes	Years	10	Transfer to Jersey Archive	Only policy information - no customer information held by I&E
Raw data from bus contractor that informs other rows above	Years	10	Destroy	
Transport Projects				
Public realm changes including Safer Routes to School information, cycling infrastructure including lanes	Years	10	Transfer to relevant team or Jersey Archive	
Land transactions and acquisitions	Years	Termination / disposal + 10	Transfer copy to Jersey Archive	Confidential - Close for 30 years after transaction
Agreements in principle	Retain whilst in administrative use		Transfer to Jersey Archive	
Sea defence planning	Years	20	Transfer to relevant team or Jersey Archive	
Accident prevention planning	Years	10 or transfer onwards as part of project file	Transfer to Jersey Archive	

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

Name	Signature	Position	Date
Ellen Littlechild	E. Littlechild	Group Director – Operations and Transport	19/12/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	19/12/2025