

## Infrastructure Housing and Environment

### Technical & Support Services Retention Schedule

[Updated February 2022]

*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 these teams.*

*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 2026**

Records in Series	Retention	Action by Department	Notes
<b>Electrical Section</b>			
Redundant cable registers	Retain for the life of the asset	Transfer to Jersey Archive	These are registers of old cables that are no longer used, but potentially still in place.
Electrical inspection condition reports (initial and periodic)	Retain for the life of the asset	Destroy	
Operation and Maintenance manuals	Retain until superseded	Destroy all except listed building files to come to Jersey Archive	
Control system programs	Retain for the life of the assets	Destroy	
Emergency lighting and fire alarm testing	Retain for 2 years	Destroy	
Drawings & information relating to Government assets	Retain AutoCad versions for life of asset, retain PDF versions until superseded.	Transfer PDFs to Jersey Archive once superseded	
Wiring information e.g. Pumping Stations	Retain initial document and changes for life of asset.	Destroy	

Team meeting minutes	10 years	Transfer high level/policy meetings to Jersey Archive. Destroy low level minutes	
SALTO	Systems info held for the life of the software.	Destroy	
CCTV	Systems info held for the life of the software. Data held 31 days then overwritten unless requested for legal	Destroy	
<b>Records in Series</b>	<b>Retention</b>	<b>Action by Department</b>	<b>Notes</b>
<b>Support Services</b>			
Legionella testing sheets	5 years	Destroy	
Legionella Risk Assessments	Retain whilst current plus 2 years	Destroy	
Inspection Reports (e.g.) Ladder; harnesses; Scaffolding;	Refer to Generic Health and Safety Retention Schedule	Destroy	
Maintenance and Operational schedules	10 years	Destroy	
Maintenance and operational records	3 years	Destroy	
COSHH assessments for paint and other products	Retain until updated by SYPOL	Destroy	
Street Furniture Maintenance inc. memorial benches	Keep in perpetuity	N/A	
Asbestos records	Retain whilst premises in use plus 40 years	Destroy	
Significant project files	10 years	Transfer to Jersey Archive	

**APPROVED AND SIGNED ON BEHALF OF TECHNICAL AND SUPPORT SERVICES BY:**

Name	Signature	Position	Date
Andrew Scate		Director General, Infrastructure, Housing and Environment	21.03.2022

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	21/03/2022