



Infrastructure Housing & Environment

Engineering & Development, Highways and Transport Retention Schedule

[Updated September 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 the above 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.

Records in Series	Retention	Action by Department	Notes
General – All teams	·		
Team meeting minutes	10 years	Destroy	High level meetings transfer to Jersey Archive
Timesheets	1 year	Destroy	
All finance budgets, bids for funding, capital budget decisions, budget control & cost plans	10 years from completion of project	Transfer to Jersey Archive	
Policy, strategy and operational procedure development documents	10 years	Transfer to Jersey Archive	
Sustainable Transport- related decisions	10 years	Transfer to Jersey Archive	
Law Officer legal advice	10 years from project end	Transfer to Jersey Archive as part of project file	
Law drafting – Ministerial Decisions & consultations re draft legislation	10 years from project end	Transfer to Jersey Archive	
Parish Speed & traffic order requests, correspondence, surveys, data analysis, public consultations and schemes	10 years	Destroy	Transferred to Jersey Archive from the Parishes

This schedule will be reviewed after 5 years. Date of next review: September 2026

Consultations and	10 years after	Transfer to	
preparatory paperwork for	project	Jersey Archive	
Development Control re	completion	as part of	
planning applications		complete project	
	10 years often	file	
Project proposals – approved	10 years after	Transfer	
	completion of project	to Jersey Archive	
Project proposals – rejected	5 years after	Destroy	*See variations below
or deferred	rejection or	Desiroy	
of defended	deferral		
Project initiation documents -	10 years after	Transfer to	
brief or statement of	completion of	Jersey Archive	
requirements, business case,	project	as part of	
scope, plan, presentations,		complete project	
Project Quality Plan,		file	
timetable, available resources			
and budget, risk assessment,			
compliance assessments,			
project approval	O ve and after	Destau	
Feasibility studies – working	2 years after completion of	Destroy	
papers, draft reports and correspondence	project		
Final feasibility report –	10 years after	Transfer to	
approved	completion of	Jersey Archive	
approvod	project	as part of	
	p. 0,000	complete project	
		file	
Small scheme final feasibility	20 years after	Destroy	IHE schemes can often take
report – rejected or deferred	rejection or		considerably more than 5yrs
	deferral		before coming to fruition
Large scheme documentation	20 years after	Transfer to	*This could be a longer time
 rejected or deferred 	rejection or	Jersey Archive	period for schemes within the
	deferral		Transport Planning team
Specifications and	5 years after	Destroy	
statements of requirements	completion of		
 provisional/ proposed/ draft 	project		
Specifications and	20 years after	Transfer to	
statements of requirements	completion of	Jersey Archive	
– final	project		
Project plans –	20 years after	Transfer to	
preliminary/proposed, final	completion	Jersey Archive	
contract plans or drawings	_		
Contractor/supplier/product	Current	Destroy when	
selection – standing		new list issued	
approved list			
Contractor/supplier/product	10 years after	Destroy	
selection - requests for			
•	completion of		
information or proposals or	completion of project		
information or proposals or invitation to tender	project		
information or proposals or invitation to tender Contractor/supplier/product	project 20 years after	Transfer to	
information or proposals or invitation to tender Contractor/supplier/product selection – responses/	project 20 years after completion of	Transfer to Jersey Archive	
information or proposals or invitation to tender Contractor/supplier/product selection – responses/ tender & evaluation reports	project 20 years after		
information or proposals or invitation to tender Contractor/supplier/product selection – responses/	project 20 years after completion of		

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selection – responses/tender			
and evaluation reports –			
rejected			
Contractor/supplier/product	10 years after	Transfer to	
selection – minutes and	completion of	Jersey Archive	
record set of papers of tender	project		
board or selection process			
Contractor/supplier/product	2 years after	Destroy	
selection – tender board	completion of		
working papers and	selection		
duplicates/drafts of above	process		
Contracts and agreements for	10 years after	Transfer to	
•			
supply or work	completion of	Jersey Archive	
	contract	Transforte	
Bills of quantities	20 years after	Transfer to	
	completion of	Jersey Archive	
	project		
Maps, plans and drawings –	5 years after	Destroy	
working and other copies,	completion of		
shop drawings etc	project		
Maps, plans and drawings	20 years after	Transfer to	
- master set or as-built	completion of	Jersey Archive	
drawings, including M & E	project		
and structural drawings,	projoor		
where these differ			
from contract drawings			
	20 years after	Transfer to	
Artistic impressions /	-		
Photographic records	completion of	Jersey Archive	
	project	Destau	
Correspondence and	10 years from	Destroy	
papers relating to	completion of		
variations in	project		
specifications			
Financial documents – total	10 years from	Transfer to	
budget and budget control,	completion of	Jersey Archive	
cost plans	project		
Project development –	10 years from	Destroy	
records of testing of	completion of	,	
equipment, supplied goods	project		
or materials and site	1		
records			
Project development – project	10 years from	Destroy	
schedules incl. contingency	completion of	Destroy	
and backup plans	project		
		Tropofor to	
Project development – interim	20 years from	Transfer to	
certificates/sign-off of work	completion of	Jersey Archive	
completed	project		
Health and safety records -	See generic	Various	
other than those finalising	schedule for		
project files	Health and		
	Safety		
	Records		
Project Management and	20 years from	Transfer to	
Project Boards – minutes and	completion of	Jersey Archive	
reports	project		
Project Management and	5 years after	Destroy	
Project Boards – general	completion of		

correspondence	project		
Project Management – site	10 years after	Transfer to	
meeting minutes	completion of	Jersey Archive	
meeting minutes	project	Jersey Arenive	
Project evaluation and final	10 years after	Transfer to	
reports	completion of	Jersey Archive	
	project		
Product descriptions	5 years after	Destroy	
	completion of	Destroy	
	project		
Product operating manuals	Retain whilst	Destroy	
r roduct operating manuals	current	Destroy	
Claim and arbitration records	40 years	Transfer to	In line with insurer's retention
incl. third party claim files		Jersey Archive	schedule
Site/Measured Surveys	Included within	Transfer to	Solioddio
	project file	Jersey Archive	
Structural reports including	10 years	Transfer to	
work by sub-contractors	lo yours	Jersey Archive	
Traffic modelling incl.	10 years	Transfer to	
associated papers		Jersey Archive	
Asset inventory information	Annual GIS	Share with	
(records change to an asset	snapshot	Jersey Archive	
by an individual project that	Shaponot		
over time generates the			
history of change to the			
asset)			
Highways and Coastal team			
Asset Development			
Project files (means for	10 years after	Transfer to	100+ project contracts
making the change)	completion of	Jersey Archive	Transferred to Jersey Archive
	project		during 2021 with completion
			dates ranging between 2004 and
			2018 with job numbers between
			1122 and 1875, plus 394
Highways Agreement	10 years	Destroy	
contracts	10 years	Destroy	
contracts Planning Obligation	10 years 10 years	Destroy Destroy	Actual document held by Judicial
contracts Planning Obligation Agreement correspondence	10 years	-	
contracts Planning Obligation Agreement correspondence Coastal Asset Management	10 years	Destroy	Actual document held by Judicial
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contracts Planning Obligation Agreement correspondence Coastal Asset Managemen Coastal Asset Records, asset inventory, material records Coastal protection – Reactive	10 years Retain for the	Destroy Share with Jersey Archive	Actual document held by Judicial
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Highways Asset Managemen	ıt		
General – Highways Asset M			
Abnormal loads	10 years	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	10 years	Destroy	
Highwayworx systems data	Systems data Retain for the life of the software	N/A	
Lighting and traffic signals maintenance	Retain until units updated	Destroy	
Changes to lighting infrastructure	10 years	Archive with project file	
Highways & Coastal Service	Providers		
General – Service Providers		-	
Job quotes (Parish & GoJ)	5 years	Destroy	
Christmas - hiring agreements/ lights/ quotes/costs of decorations/info	5 years	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	10 years	Delete	
Road Works and Event Mana			
Events information prior to Introduction of Public Events Law incl. charity events	10 years	Transfer to Jersey Archive	Generic Licence information required until 2027
Traffic Management plans (temporary traffic Management) & sign schedules	10 years	Destroy	

enforcement certification. Correspondence, appeals, photos, codes of practice, training, licence system for certification Trafficworx system data including activity des, activity, defects, activity decument, Highway authorities, permit defects, activity document, Highway authorities, permit defects, activity document, Highway authorities, permit defects, activity update proposals, Applicant Contractor details Trafficworx Registration Details Trafficworx TWX_Fees Trafficworx TWX_Fees	Permits & informal	7 years	Destroy	1
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information only Image: Constraint on the second				
Street lighting Customer correspondence Destroy once issue dealt with				
Customer correspondence Destroy once N/A issue dealt with				
issue dealt with		Destroy once	N/A	
	•	-		
Car Parks	Car Parks		•	
Correspondence, In perpetuity - N/A	Correspondence,	In perpetuity -	N/A	
photographs, parking anonymised		-		
appeals and parking fine after 5 years		after 5 years		
information	information			

Annual statistics of year-on-	10 years	Transfer to	
year performance	10 years	Jersey Archive	
year performance		annually	
Electronic vehicle permit	1 year	Destroy	
applicant details	i year	Desitoy	
ANPR Automatic Number	Overwrites at 90	N/A	
Plate Recognition information	days or 50,000		
at Sand Street	registration		
	plate reads,		
	whichever is		
	first		
CCTV footage within car	30 days and	N/A	
parks	automatically		
punto	overwritten		
Lift safety checks including	Retain whilst in	Dispose	
certification	administrative	Dispose	
	use		
Road Safety	450		
Road safety audits and	10 years	Transfer to	
surveys		Jersey Archive	
GIS data	All data reverted	N/A	
	back to central		
	GiS team		
Road Safety Request Review	10 years	Share with	
Panel & database, maps and	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Jersey Archive	
patterns		·····	
Transport Planning			
Transport Planning - Genera			
Surveys – pedestrian cycle	10 years	Transfer to	
and vehicle counts and basic	-	Jersey Archive	
mapping		-	
CCTV for traffic monitoring	Keep until	Destroy	
_	statistical	-	
	information		
	compiled		
Public realm transport &	10 years	Transfer to	Transfer to relevant team or to
infrastructure changes and		Jersey Archive	Jersey Archive after 10 years
upgrades incl. legal advice re			
buses and & taxis			
Decisions regarding new	10 years	Transfer to	
transport types e.g. electric	following first	Jersey Archive	
bikes, scooters	legal permitted		
	use		
Ministerial items including	10 years	Destroy	Jersey Archive receive from
States questions, scrutiny			States Greffe
Propositions			
Planning applications support	20 years	Transfer to	
information incl. public	following site	Jersey Archive	
enquiries	occupation		
Policy documentation incl.	10 years and	Transfer to	
climate change	then review	Jersey Archive	
documentation	whether in		
	current usage	-	
Schemes that did not go	20 years	Destroy	*Longer time period for this team
ahead			

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Emergency planning	5 years	Transfer to	
including COVID-related		Jersey Archive	
decisions			
Road traffic accident log	10 years	Destroy	
Transport Planning			
Buses			
Bus route changes, timetable	Expiration of the	Transfer to	
alterations and school buses	contract plus 10 years	Jersey Archive	
Bus stops and shelters,	10 years	Transfer to	
database, changes, new bus		Jersey Archive	
stop requests incl. review			
panels			
OAP Passes, School bus	10 years	Transfer to	Only policy information -
passes, Disabled travel bus		Jersey Archive	no customer information held by
passes			IHE
Raw data from bus contractor	10 years	Destroy	
that informs other rows			
above			
Transport Projects			
Public realm changes	10 years	Transfer to	
including Safer Routes to	-	relevant team or	
School information, cycling		Jersey Archive	
infrastructure including lanes		-	
Land transactions and	Termination /	Transfer copy to	Confidential - Close for 30 years
acquisitions	disposal + 10	Jersey Archive	after transaction
-	years	-	
Agreements in principle	Retain whilst in	Transfer to	
	administrative	Jersey Archive	
	use	-	
Sea defence planning	20 years	Transfer to	
		relevant team or	
		Jersey Archive	
Accident prevention planning	10 years or	Transfer to	
	transfer	Jersey Archive	
	onwards as part		
	of project file		
			I

APPROVED AND SIGNED ON BEHALF OF ENGINEERING & DEVELOPMENT, HIGHWAYS & TRANSPORT BY:

Name	Signature	Position	Date
Andrew Scate		Director General, Growth, Housing and Environment	12/12/2022

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and	08/12/2022
		Collections Director, Jersey Heritage	