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.

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

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

Consultations and preparatory paperwork for Development Control re planning applications	10 years after project completion	Transfer to Jersey Archive as part of complete project file	
Project proposals – approved	10 years after completion of project	Transfer to Jersey Archive	
Project proposals – rejected or deferred	5 years 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	10 years after completion of project	Transfer to Jersey Archive as part of complete project file	
Feasibility studies – working papers, draft reports and correspondence	2 years after completion of project	Destroy	
Final feasibility report – approved	10 years after completion of project	Transfer to Jersey Archive as part of complete project file	
Small scheme final feasibility report – rejected or deferred	20 years after rejection or deferral	Destroy	IHE schemes can often take considerably more than 5yrs before coming to fruition
Large scheme documentation - rejected or deferred	20 years 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	5 years after completion of project	Destroy	
Specifications and statements of requirements – final	20 years after completion of project	Transfer to Jersey Archive	
Project plans – preliminary/proposed, final contract plans or drawings	20 years 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	10 years after completion of project	Destroy	
Contractor/supplier/product selection – responses/ tender & evaluation reports – approved	20 years after completion of project	Transfer to Jersey Archive	
Contractor/supplier/product	5 years after rejection	Destroy	

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

correspondence	project		
Project Management – site meeting minutes	10 years after completion of project	Transfer to Jersey Archive	
Project evaluation and final reports	10 years after completion of project	Transfer to Jersey Archive	
Product descriptions	5 years after completion of project	Destroy	
Product operating manuals	Retain whilst current	Destroy	
Claim and arbitration records incl. third party claim files	40 years	Transfer to Jersey Archive	In line with insurer's retention schedule
Site/Measured Surveys	Included within project file	Transfer to Jersey Archive	
Structural reports including work by sub-contractors	10 years	Transfer to Jersey Archive	
Traffic modelling incl. associated papers	10 years	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	Share with Jersey Archive	
Highways and Coastal team			
Asset Development			
Project files (means for making the change)	10 years 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	10 years	Destroy	
Planning Obligation Agreement correspondence	10 years	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	
Coastal protection – Reactive maintenance	10 years	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	Destroy	
Ancient monument - operational maintenance	10 years	Transfer to Jersey Archive	
Inspections/ Condition Audits	10 years	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	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 Management

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	

Permits & informal enforcement certification. Correspondence, appeals, photos, codes of practice, training, licence system for certification	7 years	Destroy	
Trafficworx system data including activities, activity stages, street segments, activity inspections, activity defects, activity document, Highway authorities, permit details, centrelines	Systems data - retain for the life of the software	N/A	
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	7 years for personal information	Destroy	
Trafficworx TWX_Fees	10 years destroy	Migrate data required by Finance team until deletion	
Trafficworx TWX_ActivityDefects	Keep minimum 40 years and at least for the life of the system + 5 years.	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	20 years	Transfer to Jersey Archive	
Signals			
Traffic signals configuration	20 years	Destroy	
Road Traffic collision details related to signals supplied to States of Jersey Police.	5 years	Destroy	
Fault logs - previous system and new system	Retain whilst in current use	Destroy	
JT infrastructure details and correspondence policy information only	20 years	Transfer to Jersey Archive	
Street lighting			
Customer correspondence	Destroy once issue dealt with	N/A	
Car Parks			
Correspondence, photographs, parking appeals and parking fine information	In perpetuity - anonymised after 5 years	N/A	

Annual statistics of year-on-year performance	10 years	Transfer to Jersey Archive annually	
Electronic vehicle permit applicant details	1 year	Destroy	
ANPR Automatic Number Plate Recognition information at Sand Street	Overwrites at 90 days or 50,000 registration plate reads, whichever is first	N/A	
CCTV footage within car parks	30 days and automatically overwritten	N/A	
Lift safety checks including certification	Retain whilst in administrative use	Dispose	
Road Safety			
Road safety audits and surveys	10 years	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	10 years	Share with Jersey Archive	
Transport Planning			
Transport Planning - General			
Surveys – pedestrian cycle and vehicle counts and basic mapping	10 years	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	10 years	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	10 years following first legal permitted use	Transfer to Jersey Archive	
Ministerial items including States questions, scrutiny Propositions	10 years	Destroy	Jersey Archive receive from States Greffe
Planning applications support information incl. public enquiries	20 years following site occupation	Transfer to Jersey Archive	
Policy documentation incl. climate change documentation	10 years and then review whether in current usage	Transfer to Jersey Archive	
Schemes that did not go ahead	20 years	Destroy	*Longer time period for this team

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

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

Name	Signature	Position	Date
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APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
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