

Infrastructure and Environment (I&E)
Regulation Directorate
Environmental and Consumer Protection
Retention Schedule

June 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 Department for Infrastructure and Environment (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: June 2030

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Complaints and Enquiries	Years	3 after record closure	Transfer cases involving personal injury, potential to have significant environmental impact and a sample showing the variety of cases, selecting cases of public interest to Archive	Cases involving personal injury / potential to have significant environmental impact should be transferred to Jersey Archive 3 years after record closure - they can be retrieved by the department if necessary.
Incident and intelligence reporting	Years	5 from record closure	Transfer all Category 1 and significant incident data to Jersey Archive	On the assumption that Category 1 are most serious incidents.
Investigative Data including data held in Notebooks	Years	5 after case closure	Sample to Archive	Cases transferred to be closed for 75 years under personal data exemption

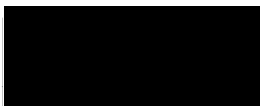
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Infectious Disease investigations (ID Cases)	Years	5 years after case closure	Transfer to Jersey Archive	On the assumption that investigations are carried out only when the incident is of a serious nature or has a high public profile.
Compliance cases including statutory notices, forfeitures, and destruction orders	Years	10 after case closure	<p>Transfer a sample to Jersey Archive showing the variety of cases and selecting cases of public interest.</p> <p>Transfer all cases involving personal injury or potential to have significant environmental impact.</p> <p>Provide Jersey Archive with an annual summary of the case statistics then delete and destroy the remainder of the records where appropriate.</p>	Cases transferred to be closed for 75 years under personal data exemption.
Prosecution Data including Data held in Notebooks	Years	10 after case closure	10% sample to Archive	Cases transferred to be closed for 75 years under personal data exemption.
Sampling and Monitoring Programmes not associated with cases	Years	10	Transfer to Jersey Archive	
Private Water Supply analysis	Years	10	Transfer to Jersey Archive	
Weights and Measures Assets and Test Registry	Years	3	Provide Jersey Archive with an annual statistical summary of the records and then delete and destroy	

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Microsoft Teams Chat	Days	21	Destroy	This change affects everything under the Chat icon in Microsoft Teams. It includes any chats that have taken place within meetings and individual chats.
Certificates				
Certificates of testing Jersey Standards of measurement	Years	5 from date of issue	Transfer to Jersey Archive	
Export Health	Years	5 from date of issue	Destroy	
Ship Sanitation	Years	5 from date of issue	Destroy	
Schemes				
Rent Safe	Years	3 after leaving the scheme	Annual snapshot of membership to Jersey Archive then delete any applications and associated records 3 years after leaving the scheme.	
Eat Safe	Years	3 after business closure	Annual snapshot of membership to Jersey Archive then delete any associated records 3 years after business closure.	
Licensing, Registration, Permits, Permissions notices and all associated records				
Licensing (Jersey) Law 1974	Years	2	Destroy	On assumption that Jersey Archive will already pick up Licensing registrations through court records
Food Safety (Jersey) Law 1966	Years	3 after business closure	Destroy	
Tourism (Jersey) Law 1948	Years	2	Transfer annual summary of	Regulation Team to select appropriate fields


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			registration data to Jersey Archive	to be included e.g. bed count
Places of Refreshment (Jersey) Law 1967	Years	2	Transfer annual summary of registration data to Jersey Archive	
Policing of Beaches (Jersey) Regulations 1959 - beach concessions, beach parking	Years	2	Transfer annual summary of registration data to Jersey Archive Destroy beach parking permits	
Waste Management (Jersey) Law 2005 Licences	Years	10 after licence surrender	Transfer annual summary of registration data to Jersey Archive	
Waste Management (Jersey) Law 2005 Trans frontier Shipments	Years	5 after recovery / disposal is complete	Transfer annual summary of registration data to Jersey Archive	
Waste Management (Jersey) Law 2005 Registered waste carriers and waste movements within Jersey	Years	3 after registration surrender or movement is complete	Destroy	
Water Pollution (Jersey) Law 2000 Water Discharge Permits	Years	5 after revocation of permit	Transfer annual summary of registration data to Jersey Archive	
Water Resources (Jersey) Law 2007 Water Abstractions	Years	10 after revocation of license	Transfer annual summary of registration data to Jersey Archive	
Technical Reports				
Planning Consultee Responses	Years	5	Destroy	
Research, Campaigns and Statistics				
Surveys	Years	5 after survey closure	Transfer results of surveys to Jersey Archive e.g. reports, data	
Campaigns	Years	5 after campaign date	Transfer campaign set up information,	

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			promotion and literature and any analysis of results to Archive, destroy the remaining records	
Policy, Legislation and Administration				
Policy, Strategy and Legislation development and documentation	Years	5 after superseded	Transfer to Jersey Archive	
Procedures and Guidelines	Years	5 after superseded	Transfer Jersey specific guidance to Jersey Archive	
Cross Departmental Records				
All Financial Records				Refer to Finance Manual
All HR and Training Records				Refer to People and Corporate services Retention Schedule
Contracts				Refer to People and Corporate services Retention Schedule
Projects (Construction)				Refer to Generic Construction Projects Retention Schedule

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

Name	Signature	Position	Date
Kelly Whitehead		Group Director - Regulation	03/06/2025

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	02/06/2025