

Department of the Environment

Historic Environment

Retention Schedule

[Updated November 2014]

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 Historic Environment.


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: November 2014**


Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Listing Records				
Listing process (key documents): Reports, Decision summaries (Delegated and Ministerial), Listing schedules and Notices (of Intent to List; and of Listing/ Not Listing)	Key documents stored electronically and to be retained in perpetuity	All file contents, including associated images, to be weeded and offered to Jersey Archive after 10 years	Archive relevant files	The material retained populates the Minister's List of Sites of Special Interest required to be maintained and publicly accessible under PB(J)L. Ministerial Decisions held on SoJ website
Listing appeals (key documents): Appeal notices; reports, statements, affidavits and appendices; appeal decisions	Key documents stored electronically and to be retained in perpetuity	All file contents to be weeded and offered to Jersey Archive after 10 years	Archive relevant files	Royal Court and Court of Appeal judgements currently available on JLIB; and Ministerial Decisions held on SoJ website
Listing procedures manual	Retain until reviewed	Archive Copy	Archive	
Other HE Records				
Project development: records associated with the development of a project including business case; funding proposals and bids;	Six months after subsequent review of outcome	All file contents to be weeded and offered to Jersey Archive after 3 years (unless current	Archive relevant files	MDs held on SoJ website; financial records held corporately in dept. budget records

background reports; notes of meetings; general correspondence; consultation and engagement outcomes; audit trail of decision- making		version of project/outcome has yet to be reviewed)		
Project management: records associated with management of a specific project e.g. Gantt chart; spreadsheets; databases; meeting notes; budget reports; general correspondence; monitoring of performance and associated decision- making	Six months after subsequent review of outcome	All file contents to be weeded and offered to Jersey Archive after 3 years (unless current version of project/outcome has yet to be reviewed)	Archive relevant files	MDs held on SoJ website; financial records held corporately in dept. budget records; project outcome likely to be held as a public record (e.g. decision to designate/protect heritage asset; policy; report)
Heritage management agreements: correspondence; notes of meetings; file notes; decision-making; and management agreements	Six months after subsequent review of outcome	All file contents to be weeded and offered to Jersey Archive after 3 years (unless current version of project/outcome has yet to be reviewed)	Archive relevant files	MDs held on SoJ website; project outcome held as a public record and attached to Listing schedule

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

Name	Signature	Position	Date
Andrew Scate		Group Director, Growth, Housing and Environment	12.05.2015

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	19.11.2014