

Department of the Environment

Laboratory

Retention Schedule

[Updated December 2018]

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 Laboratory.


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: December 2023**


Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Annual and Quarterly Reporting (including training info and other background papers)	5 years	Transfer to Archive	Archive	
European Plant Protection Organisation (EPPO) – Colorado Beetle	Indefinite	Pass copies to Archive on a 10 year cycle	Pass copies to Archive on a 10 year cycle	Pass copies to Archive on a 10 year cycle
GIS – Mapping for pest and disease outbreaks (including Ash Dieback)	10 years	Weed and destroy out of date information	None	
Technical and reference information (Genetic analysis, Pesticide, Plant Nutrition & pathology, potatoes, public health, research, surveys, PSD, invasive species)	10 years	Weed and destroy out of date information	None	
Potato cyst nematode - Analysis results	20 years	Review and Transfer to Archive	Archive	
Pesticide – general information and associated correspondence	20 years	Review and Transfer to Archive	Archive	
Lab casebook results- Analysis and diagnostic results, including photos	Indefinite (20 year review)	None	None	

Lab Procedures and general in-house correspondence	Review every 2 years	Weed and destroy out of date information	None	
Law / Policy / Technical Drafting documents (Inc. plant health regs)	5 years after superseded	Copy to Jersey Archive. Destroy when no longer in use in house	Archive	
Pest and disease monitoring	Indefinite as sent to DEFRA	None	None	
Bees – outbreaks, test results, technical information	10 years	Transfer to Archive	Archive	

APPROVED AND SIGNED ON BEHALF OF THE LABORATORY BY:

Name	Signature	Position	Date
Willie Peggie		Group Director, Natural Environment	10.01.2019

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	19.12.2018