

Department of the Environment

Marine Resources

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 Marine Resources.


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
Law / Policy / Technical Drafting documents	20 years	Transfer to Archive	Archive	
Meeting Agendas Minutes and Supporting papers (MRAP, JAC, JMC, RMB)	10 years	Transfer to Archive	Archive	
Other Authorities – Reports, Notices, and associated correspondence (Defra, Gsy, France, IoM, etc.)	5 years	Destroy	None	
International Treaties – Formal correspondence (Gsy, GB and UK FMA)	20 years	Transfer to Archive	Archive	
Industry information – General support and information documents	5 years	Destroy	None	
Licences – Fishing Vessels (Shell Fish, Island, Gsy)	Keep in Perpetuity whilst not on the UK data base	None	None	
Licences – Scallops	5 Years	Destroy	None	
Fishing Quotas	2 years	Destroy	None	
Food and Environmental Protection Act Application and Licence	20 years	Transfer to Archive	Archive	
Coastal Zone Mgt – Research work, reports, and associated correspondence (Not Scientific)	5 years	Review and transfer high level documents to archive, destroy remainder.	Archive	

Living Aquatic Resources (worms, coral, seaweed, etc.)	10 years	Transfer to Archive	Archive	
Aquaculture – Fish farming reports, administration and associated correspondence	10 years	Transfer to Archive	Archive	
Aquaculture Licences	Destroy 1 year after expiry	Destroy	None	
Species – general information, reports, management measures	10 years	Transfer to Archive	Archive	
Marine Resources general correspondence (Education, advice, publicity material, project work, periodicals, etc.)	3 years	Destroy	None	
Scientific reports	Indefinite	Review every 10 yrs. with a view to transfer to Archive when no longer in active use.	Archive	
Patrol boat log sheets	5 years	Transfer to Archive	Archive	
Enforcement / Inspections - reports, letters and administration	10 years	Review after 10 years and transfer to Archive	Archive	
Patrol Boat purchase and refit documents	Duration of asset plus 5 years	Transfer to Archive	Archive	
Pocket Books	3 years	Transfer to Archive	Archive	
Photos / images	3 years	Sample of photos to archiving with description and any relevant details and destroy the remainder	Archive	
Fishing Vessel Log Sheets	5 years	Destroy paper copies once details maintained on the database	None	
Licence to remove sand and pebbles from the beach	1 year after expiry	Transfer to Archive	Archive	
Social Media, e.g. Facebook	N/A	Jersey Archive to add to British Library Web Archive	Archive	

APPROVED AND SIGNED ON BEHALF OF MARINE RESOURCES 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