

Department of the Environment
Compliance (Planning and Building)

Retention Schedule

[Updated January 2015]

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 Compliance.

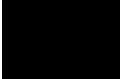
The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years. **Date of next review: January 2020**


Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Caravans and Motor Homes (applications, permits, associated correspondence)	Review every 2 years	Review data every 2 years and destroy out of date / expired items	None	
Taped Interviews (under Caution)	6 years	Destroy	None	All tapes must be securely destroyed
Legal requirement reminders (ie: Firms selling signs, conservatories, sheds etc - informing law) + electric Installations	5 years	Destroy	None	
Brown signs (images, plus hard copy file) showing locations across island)	Review by end of 2015	Review, make decision about prosecution. If not prosecuting delete	None	
Case File for prosecutions	As per Planning, Building and Compliance retention schedule	Move to info @work / Merlin, then delete from shared network folder	None	
List of cautions and convictions	10 years	Remove older data and keep 10 year running record	None	

Pre merlin compliance cases	As per Planning, Building and Compliance retention schedule	Move to info @work / Merlin, then delete from shared network folder	None	
Data sharing requests for third party information	As per Planning, Building and Compliance retention schedule	Move to info @work / Merlin, then delete from shared network folder	None	
Law and Legal information	Immediately after becoming out of date	Update link to new guidance, delete links to old guidance	None	Merely links to legal info on websites
Enforcement Notices 2005-11	10 years	Remove older data and keep 10 year running record	None	None
Compliance Statistics	5 years	Copy of any statistics not included in annual report to Jersey Archive	Archive	Reports can be reproduced through crystal - no need to keep more than 5 years per time
2014 Planning and Building Compliance review	5 years	Weed and pass key documents to SoJ Archive	Pass to Archive	Archive
Compliance templates	Review Annually	Destroy draft merlin templates as soon as uploaded to iLap. Destroy out of date Caravan / motor home templates once superseded.		Templates will updated periodically to take account of changes in Laws and processes
User guides and information	1 year are superseded	Destroy 1 year after guidance out of date or superseded		

APPROVED AND SIGNED ON BEHALF OF COMPLIANCE (PLANNING AND BUILDING) BY:

Name	Signature	Position	Date
Andrew Scate		Group Director, Growth, Housing and Environment	01.05.2015

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	28.01.2015