

## I&E (Sport Division)

### RETENTION SCHEDULE FOR SPORTS RECORDS (whatever their format – paper or electronic)

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 Infrastructure and Environment Sport Division.

The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavor 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: **17 January 2029**

File Title	Retention Period	Action by Department	Action by Jersey Archive	Notes
<b>Management Team</b>				
Meeting minutes for Management Team	Current plus 3 years	Transfer to Jersey Archive	Archive	
Service Level Agreements	Current plus 3 years	Transfer to Jersey Archive	Archive	
Other Team meeting minutes – i.e. Duty Teams, Marketing etc	Current plus 3 years	Destroy	Not applicable	
Personnel Records	None	Transfer to People and Corporate Services	Not applicable	
<b>Health &amp; Safety</b>				
Meeting minutes for Health and Safety Committee (Quarterly)	Current plus 3 years	Transfer to Jersey Archive	Archive	SoJ Internal Policy
Sports Health & Safety policy documents	Retain until updated	Transfer to Jersey Archive	Archive	SoJ internal policy
Sports Risk Assessments	1 year after review and significant update or work no longer carried out	Destroy	Not applicable	RMS: in line with UK law
H&S performance measurements	3 years after any actions completed	Destroy	Not applicable	SoJ Internal Policy
Site safety inspections and audits	3 years after any actions completed	Destroy	Not applicable	SoJ Internal Policy
H&S training records	As per HR PF Policy but at least three years from termination of contract	Destroy	Not applicable	Statutory & Insurance requirement
H & S statutory notification forms or certificates	Permanent retention by Dept until equipment is replaced or decommissioned	Destroy	Not applicable	Insurance requirement
Personal Protective Equipment issue	3 years from date of issue	Destroy	Not applicable	Insurance requirement
Personal protective equipment and Respiratory Protective Equipment Maintenance	3 years from date of issue	Destroy	Not applicable	*COSHH ACoP & Insurance Requirement
DSE Assessments	3 years from termination of contract	Destroy	Not applicable	
Safe Systems of Work (SSOW)	1 year after review and significant update or work no longer carried out	Destroy	Not applicable	
Accident / near miss reports - Adults	10 years after incident	Destroy	Not applicable	
Accident / near miss investigations - Adults	Review after 10 years to ensure any claim is settled	Destroy	Not applicable	(National Archive = 10 years from last entry)

Accident / near miss reports - Children	25 years after or after any legal action is closed	Destroy	Not applicable	Records Management Society – Guidelines for Local Authority based on UK Law
Accident / near miss investigations - Children	25 years after or after any legal action is closed	Destroy	Not applicable	RMS Guidelines
COSHH assessments	40 Years	Destroy	Not applicable	SoJ Internal Policy – Updates are on live document that is updated as and when required
Personal Monitoring of exposure to substances hazardous to health	40 Yrs from date created	Destroy	Not applicable	COSHH ACoP (10)
Examination, testing and repair of plant and equipment provided to control exposure to hazardous substances	5 years from date created and from date plant or equipment replaced or decommissioned	Destroy	Not applicable	COSHH ACoP
Possible asbestos exposure reports	Indefinitely	Retain	Not applicable	Jersey ACoP 8 - Corporate and People Services Records
Annual Playframe inspections	Until next review	Destroy	Not applicable	
<b>Financial Records</b>				
Daily Banking & reconciliations	1 year plus current	Destroy	Not applicable	
<b>Active Customer Records</b>				
Membership database – Plus 2	Current plus 12 months after expiry of membership	Destroy – removed from Database	Not applicable	
Application Forms	Current plus 12 months after expiry of membership	Destroy	Not applicable	
Direct Debit Mandates	Keep until the first direct debit is claimed and receipted	Destroy	Not applicable	
Marketing material/leaflets	Only use current literature	Transfer copy on production to Jersey Archive	Archive	
<b>Sports Events</b>				
Event plans and risk assessments	1 year after event and significant update or event no longer in operation	Destroy	Not applicable	
<b>Bookings Team</b>				
Booking forms (+ signed T&C's)	Current plus 1 year	Destroy	Not applicable	
<b>Facilities Teams</b>				
Maintenance schedules, diaries and logs	Held in connect assets	Destroy	Not applicable	
Installation and condition surveys (plant and services)	Refer to Jersey Property Holdings	Refer to Jersey Property Holdings	Archive	
Maintenance and operational manuals	Retain until equipment disposed of	Destroy	Not applicable	
Equipment condition surveys	Retain until subsequent survey	Destroy	Not applicable	
Maintenance contracts and related correspondence	Current plus previous contract	Destroy	Not applicable	
Duty Manager Daily Checks	Current plus 1 year	Destroy	Not applicable	
Cleaning records	Current plus 1 year	Destroy	Not applicable	
Duty Manager Daily Checks	Current plus 1 year	Destroy	Not applicable	
Cleaning records	Current plus 1 year	Destroy	Not applicable	
Gym Checks	Current plus 1 year	Destroy	Not applicable	
Pool Water Test Records	Current plus 5 years	Destroy	Not applicable	Water tests, head counts
Water Management Flushing Records	5 Years	Destroy	Not applicable	

Rosters	Current plus 1 year	Destroy	Not applicable	
Leases and Licenses	Current plus last contract	Destroy	Not applicable	
CCTV	31 Days	Destroy - automatic	Not applicable	
Poolview	21 Days	Destroy - automatic	Not applicable	
Lost Property register/log	Current plus 1 year	Destroy	Not applicable	Destroy
Regulated course documentation, training records and qualifications (Beach and Pool Lifeguards)	7 years	Destroy	Not applicable	Royal Life Saving Society
<b>Ground Maintenance Team</b>				
Pesticide Spray Records	25 Years	Review and destroy	Not applicable	
Pesticide stock lists (Materials Kept in Chem Safes)	5 Years	Review and destroy	Not applicable	

**APPROVED AND SIGNED ON BEHALF OF SPORTS RECORDS BY:**

Name	Signature	Position	Date
Ellen Littlechild	<i>E. Littlechild</i>	Group Director, Operations and Transport	17/1/24

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril	<i>L. Romeril</i>	Archives and Collections Director, Jersey Heritage	17/01/2024

