

Infrastructure & Environment

Biosecurity

Retention Schedule

[Updated April 2024]

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 | Notes on how Retention Schedule has been actioned, by whom |
|---|------------|--|--------------------------|---|---|
| European Plant Protection Organisation (EPPO) – Colorado Beetle | Indefinite | Annual reports to be passed on to archive on production. Information needs weeding and non-relevant data removed on an annual bases. | Archive | | |
| GIS – Mapping. Pest and disease recording and monitoring. Invasive species recording and monitoring. Species monitoring | Indefinite | Weed and destroy out of date information. Remove any personal information 5 years after confirmed eradication of invasive species. | None | Information on locations to be kept to assess trends and island spread. | Species locations to be passed on to the biodiversity centre by mapping and data officer. |
| Technical and reference information (Genetic analysis, plant nutrition & pathology, potatoes, public health, | 20 years | Weed and destroy out of date information on an annual basis. | None | | |


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| research, surveys, PSD) | | | | | |
| Invasive species monitoring and destruction | 10 years after confirmed eradication at site | Annual report to be passed on to archive on production. Keep records of sites and type of invasive all personal information to be destroyed when no longer required. | Archive | Information on locations to be kept to assess trends and island spread. | Species locations to be passed on to the biodiversity centre by mapping and data officer. |
| Soil water and other analysis and results | Indefinite | Remove any personal information keep records of field water data analysis. Field data to be passed onto archive in a 5 year cycle. | Archive | Information on field data to be kept for long term trends. | Data to be held for 20 years before release as then will have no commercial impact. |
| Potato cyst nematode - Analysis results | Indefinite | Remove any personal information keep records of PCN field data. Field data to be passed onto archive in a 5 year cycle. | Archive | PCN data required for long term trends | Data to be held for 20 years before release as then will have no commercial impact. |
| Pesticide – general information and associated correspondence | Indefinite | Weed and destroy out of date information then transfer to archive on a 5 year cycle. | Archive | | |
| Lab casebook results- Analysis and diagnostic results, including photos | Indefinite (20 year review) | None | None | Keep for Border Control records | |
| Lab Procedures and SOPS 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 | Destroy when no longer in use inhouse. Working papers/correspondence files relating to new legislation or the updating of existing legislation. To be passed onto archive. | Archive | | |
| Pest and disease monitoring | Indefinite | Information required for annual reporting and long term trends. Any personal data removed when no longer required. Transfer to archive on a 5 year cycle | None | Annual reports to be passed to archive on production. | |

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| Cities & International Legislation | Indefinite | Annual report to be sent archive on production. | Archive | | |
| CES – Application Forms, Claim forms and associated correspondence | 10 years after claim 2 years for unsuccessful applications (example templates to Archive) | Information on areas of environmental improvements hedges row plantings, ponds to be mapped to show long term improvements no personal information kept. Annual report to be sent to archive on production. | Archive | Templates and annual report sent to archive on production. | |

APPROVED AND SIGNED ON BEHALF OF THE LABORATORY BY:

| Name | Signature | Position | Date |
|---------------|---|--|------------|
| Willie Peggie |  | Group Director, Natural Environment | 02/05/2024 |

APPROVED AND SIGNED BY JERSEY ARCHIVE:

| Name | Signature | Position | Date |
|---------------|---|--|------------|
| Linda Romeril |  | Archives and Collections Director, Jersey Heritage | 23/04/2024 |