

Infrastructure and Environment (I&E)

Head Office

Retention Schedule

October 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 the Department for Infrastructure and Environment (I&E).

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: October 2029

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
All Head Office Staff – General Correspondence, including email	Years	2	Destroy	On the assumption that any significant correspondence is saved in project file
SLT Meeting minutes	Years	3	Destroy meeting minutes/action points	Brief action points – high level issues will be escalated
Photographs	Years	10	Destroy	Employee internal Photographs
Comms Team Social Media	Years	5	Destroy	Archive will take snapshots of the website
Enquiries, Complaints & Responses	Year	1		In accordance with the CFMS retention schedule managed by CLS
Corporate Operations				
Finance: working budget sheets, general invoices, purchase cards transaction docs	review annually (keep one full year)		Destroy	All documents also held by Finance or in Connect Finance
Departmental events	Years	2	Destroy	


Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Health and Safety: polices, risk ass, accident reports retained in SHE and Connect, meetings, audits (excluding public H&S)	Refer to SOJ Corporate H&S Retention Schedule			Action as per SOJ Corporate Policy
Data Request SAR Data disclosure (Police, Insurance etc)	Year	1 plus current year	Archive copy of Data Access Requests register	On the assumption that Jersey Archive will receive copies through Central DPU
Freedom of information requests, associated correspondence	Years	5 plus current year	Archive copy of Freedom of Information register	On the assumption that Jersey Archive will receive copies through Central Freedom of information unit
JOIC cases	Years	10	Destroy - High profile cases to be reviewed by Archive	
Teams Chat	Days	21	Destroy	This change affects everything under the Chat icon in Microsoft Teams. It includes any chats that have taken place within meetings and individual chats.
Management Items				
Strategy and Business: business planning, reports, risk registers, business continuity background papers, associated correspondence	5 years		Weed and Archive - High level business plan to Jersey Archive	Risk register and business continuity captured centrally
Bookings, contracts and utilities				
Bookings: accommodation, travel, meals and entertainment –	Months after event taken place or	6	Destroy	All documents also held by Finance

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
bookings, and general correspondence	payment made			
Cross Departmental Records				
All Financial Records				Please refer to Finance Manual
All HR and Training Records				Please refer to People and Corporate Services Retention Schedule
Health and Safety Records				Please refer to Generic Health and Safety Retention Schedule or Corporate H&S Manager
Contracts				Please refer to People and Corporate Services Retention Schedule
Projects (Construction)				Please refer to Generic Construction Projects Retention Schedule

APPROVED AND SIGNED ON BEHALF OF THE INFRASTRUCTURE AND ENVIRONMENT DEPARTMENT BY:

Name	Signature	Position	Date
Stephanie Knight		Head of Governance & Change	15.10.24

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	21/10/2024