

Health and Safety Inspectorate: Retention Schedule

File Title	Retention Period	Action by Department
Annual Reports	Retain for 10 years	Available online and send copy to accessions@jerseyheritage.org on production
Asbestos: Plan of work relating to licenced asbestos work	Retain for 1 year	Destroy
Asbestos: Licence application documents	Retain for 10 years (min)	Destroy
Asbestos: Notification of licenced asbestos removal work log	Retain for 5 years	Destroy
Complaints database	Retain for 5 years	Destroy
Development of legislation papers	Retain for 10 years	Transfer to Jersey Archive
Employer files includes letters to duty holders, prohibition and Improvement notices (including schedules) and associated records (including correspondence & photographs	Retain for 5 years from date of document	Destroy
Entertainment event plans	Retain for 5 years	Destroy
gov.je HSI updates	Retain for 10 years	Destroy
Initiatives, projects, circulars	Retain for 10 years	Weed and transfer to Jersey Archive
Inspector note books	Retain for 3 years	Destroy
Interview recording media: Working copy	Retain until case closed & appeal period expired	Destroy

Interview recording media: Master	Destroy if no prosecution, otherwise forms part of prosecution file	Transfer to Jersey Archive if part of prosecution file (see below)
Investigation log (log of regulatory activities)	Retain for 5 years	Destroy
JE pie: Electrical disconnection certs	Retain for 5 years	Destroy
JE plc: Damage reports	Retain for 5 years	Destroy
Local and non-local group files	Retain for 5 years	Review and Destroy unless historical/political importance, whereby consider transfer to Jersey Archive
Log of prosecutions	Retain indefinitely	Transfer to Jersey Archive
Minutes: - HSI team meetings - Non-HSI team meetings	Retain for 5 years	Destroy as action points/internal notes
Notification of major construction projects database	Retain for 10 years	Destroy
Numerical log of contacts	Retain for 3 years	Destroy
Photographs	Retain as appropriate (on a case by case basis)	Destroy
Policies - Internal	Retain until superseded	Transfer e-copy when significantly updated
Prosecution Files	Retain for 5 years after case' closed	Weed and transfer to Jersey Archive
Regulatory Reports	Retain for 10 years	Review and destroy

Microsoft Teams Chat	Retained for 21 days	Deleted
Telephone call log	Retain for 3 years	Destroy

Last reviewed July 2024