

Infrastructure and Environment (I&E)

Jersey Property Holdings (JPH)

Markets

Retention Schedule

November 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 Infrastructure and Environment Department (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.

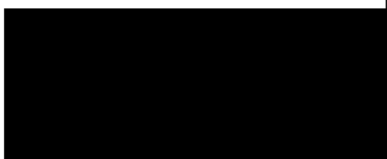
This schedule will be reviewed after 5 years. **Date of next review: November 2029**

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Market Tenancy Approvals and Due Diligence				
Photographic ID of tenant and company statutory documentation e.g. Certificate of Incorporation	Months	Retain until 6 months after the cessation of the market tenancy	Destroy securely	
All other due diligence items in	Months	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	
Market Tenants Approval Panel minutes and correspondence	Years	Retain for 10 years after Market Tenants Approval Panel decision re tenant application	Transfer to Jersey Archive	
Due diligence checklist form	Months	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	


Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Credit checks	Months	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	
DBS checks	Months	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	
Correspondence regarding due diligence	Months	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy securely	
Application Forms (Other)				
Market tenancy application form	Months	Retain until 6 months after the cessation of the market tenancy	Destroy Securely	
Application re Pop Up Shop	Months	Retain until 6 months after the cessation of the market tenancy	Destroy Securely	
Market access request form	Months	6 months	Destroy Securely	
Parking application	Months	Retain until 6 months after the cessation of tenancy	Destroy Securely	
Other application forms	Months	6 months	Destroy Securely	
Tenant Records				
General correspondence	Years	20 years	Destroy Securely	
Rental records	Years	20 years	Transfer to Jersey Archive	
Rental correspondence	Years	20 years	Destroy Securely	
Financial records e.g. bank details (on parking request form)	Months	Retain until 6 months after Market Tenants Approval Panel decision re application	Destroy Securely	
Health and Safety Records				
Tenant site inspection/maintenance records	Years	12 years	Review and destroy	
Correspondence re site checks and maintenance	Years	12 years	Review and destroy	

Record Type Title	Retention by I&E (Unit)	Retention by I&E (Number of Units)	Action by I&E	Notes
Photographs in relation to site visits/maintenance	Years	20 years	Transfer to Jersey Archive and identify any parties in the photograph if known	
Disciplinary Records for Tenants				
Minutes of tenant disciplinary meetings	Years	12 years	Review and destroy	
Tenant disciplinary records	Years	12 years	Review and destroy	
Photographs				
General photographs of the markets	Years	20 years	Transfer to Jersey Archive and identify any parties in the photograph if known	
CCTV				
Footage from CCTV cameras	Days	Retain for 28 days	Destroy	
Microsoft Teams chat				
Microsoft Teams Chat	Days	21 days	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.

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

Name	Signature	Position	Date
Tim Daniels		Director of Jersey Property Holdings	28/11/2024

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	04/12/2024