

Infrastructure and Environment

Driver Vehicle Standards

Retention Schedule

[Updated December 2023]

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 Driver Vehicle Standards.


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 2028**


Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Vehicle Registration				
Vehicle Registration Database	Indefinitely since 1994	Export annually to Jersey Archive	Archive	Electronic in agreed format
Auction Results	Indefinitely since 1998	Destroy	N/A	
Vehicle Registration Paper Forms	current plus 3 years	Destroy	N/A	
Vehicle Registration Electronic Scans	Current plus 20 years	Destroy	N/A	
Trade Licence Renewals	Current plus 3 years	Destroy	N/A	
Foreign Vehicles – Failed to Register	Current plus 3 years	Destroy	N/A	
Vehicle Registration Prosecutions (Failure to Notify)	Retain whilst in use	Destroy	N/A	
Article 19 Request / Disclosures	Current plus 3 years	Destroy	N/A	
Vehicle Safety Recalls	Current plus 3 years	Destroy	N/A	
Vehicle Registration Office Correspondence	Current plus 10 years	Destroy	N/A	

Records in Series	Retention	Action by Department	Action by Jersey Archive	Notes
Driving Licences				
LICAR Driving Licence System	Indefinitely	Export annually to Jersey Archive	Archive	Electronic in agreed format
Compulsory Basic Training (CBT) Records	Indefinitely since 2010	Destroy	N/A	
ADI/CBT Instructors New Applications	Current plus 1 year	Destroy	N/A	
Approved Driving (ADI) or CBT Instructor File	Retain in use plus 10 years	Destroy	N/A	
Driving examiner				
Driving Test Reports	Current plus 1 year	Destroy	N/A	
Pass Certificate Books	Current plus 1 year	Destroy	N/A	
Fail Certificate Books	Current plus 1 year	Destroy	N/A	
Traffic Officer				
Certificate of Exemption – Registered	Current plus 10 years	Destroy	N/A	
Certificate of Approval – Registered	Current plus 10 years	Destroy	N/A	
Police Reports	Current plus 10 years	Destroy	N/A	
Defect Letter	Current plus 3 years	Destroy	N/A	
Defect Notice	Current plus 1 year	Destroy	N/A	
PSV New Applications	Current plus 1 year	Destroy	N/A	
PSV Badge Holder – Non-Plate Holder	Current plus 10 Years	Destroy	N/A	
PSV Badge Holder – Plate Holder	Retain in use, plus 10 years	Destroy	N/A	
PSV Company Record	Retain in use, plus 10 years	Destroy	N/A	
P30 Applications	Retain in use plus 10 years	Destroy	N/A	
Others				
CCTV Footage	30 days	Destroy	N/A	
Telephone Recordings	30 days	Destroy	N/A	

APPROVED AND SIGNED ON BEHALF OF DRIVER VEHICLE STANDARDS BY:

Name	Signature	Position	Date
Ellen Littlechild		Group Director – Operations and Transport Infrastructure & Environment	14/12/2023

APPROVED AND SIGNED BY JERSEY ARCHIVE:

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	04/12/2023

