



**Children, Young People, Education and Skills**

**RETENTION SCHEDULE FOR SCHOOLS**

**(whatever their format – paper or electronic)**

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 Directorate.

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: 2024**

Document Type	Retention in school	Action by school	Action by Jersey Archive	Notes
<b>MANAGEMENT</b>				
Minutes and reports of Management Team meetings	Current + 3 years	Transfer to Jersey Archive	Permanent retention	
Professional development plans (covered in INSET days/staff meetings)	Current + 3 years	Transfer sample to Jersey Archive	Permanent retention	
School development/improvement plans	Current + 5 years	Transfer to Jersey Archive	Permanent retention	
Head teacher's personal filing	Current + 1 year	Review: Important items transferred to overarching files and then to Jersey Archive	Permanent retention	Files should automatically be reviewed When Head teacher leaves

Deputy Head teachers personal filing	Current + 1 year	Review: Important items transferred to overarching files and then to Jersey Archive	Permanent retention	Files should automatically be reviewed when Deputy Head teacher leaves
School policies	Retain until superseded	Transfer original policy and any significant updates to Jersey Archive on production.	Permanent retention	
Asset Register	Current + 1 year	Destroy		
Staff Files – Copies only pertaining to Health and Safety and Management Forecasts (and Planning) – this includes (but is not limited to): - AXA return to work forms; - Sickness and absence forms; - Performance reviews; - Appraisal(s); - Reference(s); - Personalised improvement plan (formal or informal); - Copy of First Aid certificate (or other relevant certificate for First Aid) <b>Not</b> to be passed to next employer – see HR Retention Schedule for all other HR related items	Length of employment	Destroy		

## SCHOOL ORGANISATION

School log books (legacy)	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
School prospectus	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
Staff Meetings Minutes	Current + 3 years	Transfer high level meetings minutes to Jersey Archive	Permanent retention	
		Destroy low level meeting minutes/action points	N/A	
Annual calendar of events	Current	Transfer to Jersey Archive	Permanent retention	
Circulars to staff and pupils	Current	Transfer to Jersey Archive	Permanent retention	
Newsletters to parents	Current + 1 year	Transfer to Jersey Archive whole school newsletters e.g. weekly update from	Permanent retention	

		Headteacher		
		Destroy daily communications e.g. from class teachers to parents	N/A	
Staff Handbook	Current until superseded	Transfer to Jersey Archive	Permanent retention	
Visitors Book (VIP not daily)	Current + 1 year	Transfer to Jersey Archive	Permanent retention	

HEALTH AND SAFETY				
Health and Safety Policy statement	Current + 1 year	Destroy		
Training records	Current + 1 year	Destroy		
Health and Safety Reports	Current + 10 years	Destroy		
Fire precautions log book	Current + 1 year	Destroy		

CHILD PROTECTION				
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer	Destroy		HR to receive a copy

PUPILS				
Pupil Folder (SIMS)	Current until transferred or until 25 years from birth	Destroy		
	For children who become	Transfer to Jersey Archive for a further 75 years	Destroy at 75 years from	Closed

	looked after	from closure	closure	
Admission Registers	While current and active	Annual export of school leavers transferred to Jersey Archive	Permanent retention	Admission registers are current while entries are being made and active until the pupil has left the school.  Jersey Archive to advise on data fields for retention.
Attendance Registers (SIMS)	Current			Part of pupil folder
Timetables	Current	Sample to Jersey Archive	Sample for permanent retention	

### EXTRA-CURRICULAR AND MISCELLANEOUS ACTIVITIES

School magazines (if applicable)	One reference set at school	Transfer annually to Jersey Archive	Permanent retention	
School History	Reference copy at school	Transfer one copy to Jersey Archive	Permanent retention	One copy also to Jersey Library Ref. Section
Record of school societies (if applicable)	Current	Transfer to Jersey Archive	Permanent retention	Minutes/ newsletters should be identified and preserved as far as possible  Archived using British Library web archiving system – please contact <a href="mailto:archives@jerseyheritage.org">archives@jerseyheritage.org</a> for details.
Programmes – concerts, plays, sports day etc.		Transfer annually to Jersey Archive	Permanent retention	
Photographs		Transfer sample annually to Jersey Archive to show range of school activities	Permanent retention	
Social Media and Websites		Jersey Archive to crawl at regular intervals		

### SCHOOL GOVERNORS

Instruments and Articles of Governance	Current + 1 year	Transfer one copy to Jersey Archive	Permanent retention	
Governor's Minutes, agendas and	Current + 3	Transfer one copy	Permanent	

papers	years	to Jersey Archive	retention	
Governor's Correspondence	Current + 3 years	Review: Important items transferred to Jersey Archive	Permanent retention	

<b>ALUMNI ASSOCIATIONS</b>				
Secretary: Minute Books	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
Secretary: Correspondence	Current + 1 year	Destroy		
Secretary: Publications (newsletters, bulletins, magazines etc.)	Current + 1 year	Transfer sample to Jersey Archive	Permanent retention	
Secretary/ Treasurer: Membership list	Current	Destroy		

<b>PARENT-TEACHER ORGANISATIONS</b>				
Minutes	Current + 3 years	Transfer sample to Jersey Archive	Permanent retention	


<b>Finance Records – Refer to GoJ Financial Directions</b>
<b>Personnel Records – Refer to GoJ HR Retention Schedule</b>
<b>Health and Safety - Refer to GoJ Health and Safety Retention Schedule</b>

#### OTHER DOCUMENTS IN USE


Type of Record	Length of Retention in School	Subsequent Action by School	Comments
Current supporting technology systems e.g. My Concern, SIMS etc.	Until superseded	Destroy	
Consent Forms (attached to pupil record)	Until superseded	Destroy when pupil leaves or transferred to pupil file and retained until age 25 years	
Governance e.g. Data sharing agreements/MoU/DPIA/risk assessments etc.		Until updated (or length of contract)	
CCTV Footage	Up to 3 months	Destroy once actioned	
Online Safeguarding Monitoring systems (material recorded and	3 months	Destroy once actioned	

data logs)			
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**APPROVED AND SIGNED BY THE DEPARTMENT FOR CHILDREN, YOUNG PEOPLE,  
EDUCATION & SKILLS:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Alexa Munn		Head of Governance	28/07/2023

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Linda Romeril		Archives and Collections Director, Jersey Heritage	06/11/2023