

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

**RETENTION SCHEDULE FOR EDUCATION DEPARTMENT DIRECTORATE**

**(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

File Title	Retention at Directorate	Action by Directorate	Action by Jersey Archive	Notes
<b>Ministerial Documents</b>				
Ministerial Team Meetings Agendas & Minutes	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Ministerial Decisions	Current plus 3 years	Destroy	Transfer from States Greffe	Transfer from States Greffe
Ministerial Action Lists	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Minister's Correspondence (including emails)	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Minister's Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Education Ministerial Information Pack	Current	Transfer copy to Jersey Archive on production	Archive	Closed
Education Briefing Notes	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Education Policy Statements	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Education Public Consultations – Final Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed

Educational Consultative Council	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
<b>Directorate Documents</b>				
Annual Reports from External Organisations	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
External Reports and Reviews	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Business Plans	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Strategic Plans and Documents	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
All Director's and above - Personal and Working Papers (inc. emails)	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Working Party on Relations between Jersey and France	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Historic Abuse Enquiry Files	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Individual Scholarship documents (copies)	Current plus 3 years	Destroy	N/A	N/A

**APPROVED AND SIGNED BY CYPES:**

Name	Signature	Position	Date
Keith Posner		Director, Policy & Planning	

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

Name	Signature	Position	Date
Linda Romeril		Archives and Collections Director, Jersey Heritage	