



Children, Young People, Education and Skills

RETENTION SCHEDULE FOR GOVERNANCE

(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 Governance.

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 Governance	Action by Governance	Action by Jersey Archive	Notes
Overview Records				
Schools				
School Fees in Dispute	Current plus 5 years	Transfer to Jersey Archive	Archive	Closed
Private School Index Linking	Current plus 5 years	Transfer to Jersey Archive	Archive	Closed
Age Weighted Pupil Units	Current plus 5 years	Transfer to Jersey Archive	Archive	Closed
Capital Programme				
Capital Programmes	Current plus 6 years	Destroy	None	Received by JA from Property Holdings
Capital Updates	Current plus 6 years	Destroy	None	Received by JA from Property Holdings
Data Protection				
Data Protection Laws and Information	Current plus 6 years	Destroy	None	N/A
Subject access requests	Current plus 6 years	Destroy	None	N/A

Data Protection Complaints	Current plus 6 years	Destroy Transfer high profile complaints to Jersey Archive	None Archive	N/A Closed
Adults Background Information Files (e.g.) Data Protection	Current plus 25 years	Destroy	None	N/A
Children Background Information Files (e.g.) Data Protection	Current plus 25 years	Destroy	None	N/A
Insurance				
All documents	Current plus 25 years	Destroy	None	N/A
Legislative				
Copyright agreements	Until superseded plus 6 years	Destroy	None	N/A
Education draft laws and responses to draft laws	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed

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	