

Children, Young People, Education and Skills

RETENTION SCHEDULE FOR SKILLS JERSEY

(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 Skills Jersey.

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 Skills Jersey	Action by Skills Jersey	Action by Jersey Archive	Notes
Organisation start-up paperwork	10 years	Transfer overview records to Jersey Archive	Archive	Closed
Launch of new apprenticeship schemes	10 years	Transfer overview records to Jersey Archive on production	Archive	Open
Blank apprenticeship contract template	Retain until superseded	Transfer copy and any significant updates to Jersey Archive	Archive	Open
Successful apprentice records (electronic)	Retain until apprenticeship completed plus 10 years	Delete (Data is anonymised after 2 years and used for reporting)	N/A	N/A
Successful apprentice records (paper)	Retain until apprenticeship completed plus 2 years	Destroy	N/A	N/A
Unsuccessful apprentice applications	Current plus 1 year	Destroy	N/A	N/A

Student/Mentor Review Meetings	Current plus 2 years	Hand over to student on apprenticeship completion or destroy if student doesn't want them	N/A	N/A
Trackers New Starter Packs for Employers and Apprentices	Retain until superseded	Transfer one of each pack and any significantly updated packs to Jersey Archive	Archive	Closed
Trident - Student related records, e.g. Blue Trident Agreement Forms, reports, inductions and teachers visit	Current + 2 Years	Destroy unless need to be kept for administrative/legal purposes	N/A	N/A
Trident - Tracking Lists	Current	Destroy when no longer required	N/A	N/A
Trident - Correspondence	Current + 2 Years	Attach to Student Application Form (Destroy with application forms)	N/A	N/A
Employer Information	Until superseded	Destroy	N/A	N/A
Young Enterprise Application Forms	Current + 2 years	Destroy	N/A	N/A
IOD work shadowing applications	Current + 2 years	Destroy	N/A	N/A
CIM work shadowing applications	Current + 2 years	Destroy	N/A	N/A
Client Records	Date of last contact + 2 years	Destroy	N/A	N/A
Event Information	Current + 5 years	Transfer one copy to Archive on production	Archive	Open
Student Finance Section				
Student Files	Current + 5 Years	Destroy unless they need to be kept longer for administrative/legal reasons	N/A	N/A
Fee invoices	10 years	Destroy unless they need to be kept longer for administrative/legal reasons	N/A	N/A
Reconciliations	10 years	Destroy unless they need to be kept longer for administrative/legal reasons	N/A	N/A
Debtor Lists	10 years	Destroy unless they need to be kept longer for administrative/legal reasons	N/A	N/A
Handbook + appendices	Current	Transfer one copy to Archive on production	Archive	Open
Lord Portsea Minutes	10 years	Transfer to Archive	Archive	Closed

Lists of students	5 years after graduation	Transfer one copy to Archive each year	Archive	Closed
Recorded Telephone Calls	28 days	Destroy unless they need to be kept longer for investigation purposes	N/A	N/A

APPROVED AND SIGNED BY CYPES:

Name	Signature	Position	Date
Alexa Munn			

APPROVED AND SIGNED BY JERSEY ARCHIVE:

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