



Children, Young People, Education and Skills

RETENTION SCHEDULE FOR INCLUSION AND EARLY INTERVENTION

(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 Inclusion and Early Intervention.

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 IEI	Action by IEI	Action by Jersey Archive	Notes
Overview Records				
Records of School Counsellors	Until counselling finished	Add to Individual Student Record	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	