

**Children, Young People, Education and Skills**
**RETENTION SCHEDULE FOR STANDARDS AND ACHIEVEMENT**
**(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 Standards and Achievement.

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

<b>File Title</b>	<b>Retention at S&amp;A</b>	<b>Action by S&amp;A</b>	<b>Action by Jersey Archive</b>	<b>Notes</b>
<b>School and Curriculum</b>				
Self-Evaluation Document (SED) (For each States Primary and Secondary School) including notes of visits	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
KS1 & KS2 Individual Teacher Assessments	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
KS1, 2, 3 & 4 Teacher Assessment Resources (various media including disks, videos and CDs)	Until superseded	Transfer one example of each to Jersey Archive	Archive	Closed
Assessment (Jersey documents only)	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Jersey Subject Files (Primary and Secondary)	Current plus 3 years	Transfer a copy of each to Jersey Archive plus revised copy	Archive	Closed
Registration of Private Schools	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Transition – updated every year	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed

Jersey Curriculum Programme for each subject taught in schools	Current	Transfer a copy of each to Jersey Archive and a sample of revised programmes	Archive	Open
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**APPROVED AND SIGNED BY CYPES:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Keith Posner		Director, Policy & planning	

**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	