

Customer and Local Services

Retention periods for information processed by the Learning and Development Team

Records	Retention Period	Action by Department	Action by Jersey Archive
Historical colleague training records downloaded from TrainEasy	2 years	Delete	None
Attendance Records saved on 'Virtual College'	2 Years	Delete	None
Training Applications (internal forms, external forms and accompanying paperwork)	3 years	Delete	None
Meeting Agendas and minutes	3 years	Delete	None
Pre & Post course electronic evaluations	2 years	Delete	None
Post course qualitative survey responses	2 years	Delete	None
Trainer observation records	2 years	Delete	None
Course Programme materials	2 Years	Delete	None
Data for uptake and spend	2 Years	Transfer to Jersey Archive	Archive