

DEPARTMENT FOR EDUCATION

RETENTION SCHEDULE FOR CEYS RECORDS
(whether paper or electronic)

June 2018

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 CEYS – Childcare and Early Years Service.

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: 2023

File Title		Retention at Skills Jersey	Action by Skills Jersey	Action by Jersey Archive	Closed / open
Childcare and Early Years Service					
1	Reports	Current plus 6 years then review	Transfer one copy to Jersey Archive on production	Archive	Closed
2	All Meeting Agendas and Minutes	Current plus 6 years	Transfer minutes etc. of high-level/CEYS meetings to Jersey Archive Destroy low level meeting minutes/action points	Archive	Closed
3	Strategies & reports – internal and consultants'	Current plus 6 years	Transfer to Jersey Archive	Archive	Closed
4	Policies, Procedures and Form Templates, Legislation, Codes of Practice and Guidance development	Current plus 3 years	Transfer copy of each and any significant updates to Jersey Archive	Archive	Open
4	Proposals	Current plus 3 years	Transfer one copy to Jersey Archive on production	Archive	Closed
5	Service Level Agreements	Until superseded	Copy to Jersey Archive on production	Archive	Closed

6	Press Releases	Current plus 3 years	Transfer copy of press releases	Archive	Open
7	Questionnaires and Surveys	Current plus 6 years	Transfer one copy and summary of results on production to Jersey Archive	Archive	Closed
8	Correspondence	Current plus 6 years		Review: selected items to Jersey Archive	Closed
9	Publications, Guidelines, Leaflets & newsletters	Until superseded	Transfer one copy on production to Jersey Archive	Archive	Open
10	Training and registration courses	Until superseded	Destroy	None	
11	Registration Data – Excel database	Active document	Keep up-to-date. Transfer copy to Jersey Archive each year.	Archive	Closed
12	Enquiries, Complaints & Responses	Current plus 10 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy – Others destroy	Archive / Destroy	Closed
13	Copies of Laws	Until superseded	Destroy	None	
Administration and Accounts					
1	Financial Documents	Refer to Financial Directions			
2	HR Documents	Refer to Generic HR Retention Schedule			
Registered Settings: Day Nurseries, Pre-Schools & School Age Care – Each setting has a file which contains some or all of the following documents					
1	Registered setting File	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
2	Registration Applications	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
3	Registration Certificates(Copies)	Current plus 25 years after	Review with Jersey Archive after 25	Review and Archive	Closed

		closure of centre	years		
4	Registration Conditions (Copies)	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
5	Annual Re-Registration Applications	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
6	Annual Re-Registration Certificates	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
7	Essential Background Information	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
8	Architectural plans	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
9	Audit Notebook	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
10	Audit Report	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
11	Audit by other agencies (eg) Fire Service, Health Protection, Planning	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
12	Consultation questionnaire with parents	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
13	Summary of consultation with parents (does not contain names)	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
14	Consultation questionnaire with children	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
15	Summary of consultation with children (does not contain names)	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
16	Consultation questionnaire with staff	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed

17	Summary of consultation with staff (does not contain names)	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
18	Staff Changes	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
19	Fit Person Check (Health and Police Check)	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
20	Correspondence including complaints and closure of nurseries.	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
21	Photos	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
Registered childminder – 1 File per Family - Each file contains some or all of the following documents					
1	Registered childminder File	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
2	Registration Applications	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
3	Registration Certificates	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
4	Registration Conditions	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
5	Annual Re-Registration Applications	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
6	Annual Re-Registration Certificates	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
7	Essential Background Information	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
8	Architectural plans	Current plus 25 years after closure of centre	Review with Jersey Archive after 25 years	Review and Archive	Closed
9	Audit Notebook	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
10	Audit Report	Current plus 25 years after de-	Review with Jersey Archive after 25	Review and Archive	Closed

		registration	years		
11	Consultation questionnaire with parents	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
12	Summary of consultation with all parents	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
13	Consultation questionnaire with children	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
14	Summary of consultation with all children	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
15	DBS status	Current	Destroy (as record kept on database)		Closed
16	Declaration of Good Health	Current	Destroy (as record kept on database)		Closed
17	Correspondence	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
18	Complaints	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
19	Complaint investigation reports	Current plus 25 years after de-registration	Review with Jersey Archive after 25 years	Review and Archive	Closed
Alleged illegal Childminder database and register					
1	Reports containing names and addresses	Retain until file closed	Destroy	None	
2	Emails containing names and addresses	Retain until file closed	Destroy	None	
Nursery Education Fund - Refer to Education Finance Retention Schedule					
All CEYS Personnel – Refer to Education Personnel Retention Schedule					
All CEYS Health and Safety – Refer to Education Health and Safety Retention Schedule					
All CEYS Finance – Refer to Education Finance Retention Schedule					

Agreed and Signed:

Name..... Date:.....

Position.....

Signed..... Date:.....

Linda Romeril, Head of Archives and Collections