

## DEPARTMENT FOR EDUCATION – DIRECTORATE

### Retention Schedule

**January 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 the Education Department Directorate.

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 Education	Action by Education	Action by Jersey Archive	Notes
<b>Ministerial Documents</b>				
Ministerial Team Meetings Agendas & Minutes	Current plus 3 years	Transfer to Jersey Archive		
Ministerial Decisions	Current plus 3 years	Destroy	Transfer from States Greffe	Transfer from States Greffe
Ministerial Action Lists	Current plus 3 years	Transfer to Jersey Archive	Archive	
Minister's Correspondence including emails	Current plus 3 years	Refer to Email Guidelines for selection criteria and Transfer to Jersey Archive	Archive	
Minister's Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	
Education Ministerial Information Pack	Current	Transfer copy to Jersey Archive on production	Archive	
Education Briefing Notes	Current plus 3 years	Transfer to Jersey Archive	Archive	
Education Policy Statements	Current plus 3 years	Transfer to Jersey Archive	Archive	
Education Public Consultations – Final Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	
Educational Consultative Council	Current plus 3 years	Transfer to Jersey Archive	Archive	

<b>Directorate Documents</b>				
Annual Reports from External Organisations	Current plus 3 years	Transfer to Jersey Archive	Archive	
External Reports and Reviews	Current plus 3 years	Transfer to Jersey Archive	Archive	
Internal Reports and Reviews	Current plus 3 years	Transfer to Jersey Archive	Archive	
Reports & Consultation papers by Education Directors	Current plus 3 years	Transfer to Jersey Archive	Archive	
Business Plans	Current plus 3 years	Transfer to Jersey Archive	Archive	
Strategic Plans and Documents	Current plus 3 years	Transfer to Jersey Archive	Archive	
Project Documents	Current plus 3 years	Transfer to Jersey Archive	Review: archive selected items	
Meeting Minutes	Current plus 3 years	Transfer to Jersey Archive	Archive	
Draft Minute Books	Until minutes approved plus 3 years	Destroy	None	Guidance suggests these can be destroyed as soon as minutes approved
Director's Personal and Working Papers	Current plus 3 years	Transfer to Jersey Archive	Review: archive selected items	See Directorate and Livelink appraisal documents for further details.
Directorate correspondence including emails with all departments and bodies including schools	Current plus 3 years	Refer to Email Guidelines for selection criteria and Transfer to Jersey Archive	Archive	
Policy documents	Until superseded	Transfer copy on production to Jersey Archive	Archive	
Copies of Laws	Until superseded	Destroy	None	
Questionnaires and Surveys	Current plus 3 years	Transfer one copy plus summary of results on production to Jersey Archive	Archive	
Photos and electronic images	Current plus 3 years	Transfer to Jersey Archive	Review: archive selected items	
Press Releases		Transfer to Jersey Archive on production (via email)	Archive	

Publications, Leaflets & newsletters	Until superseded	Transfer one copy on production to Jersey Archive	Archive	
Architectural feasibility studies, plans and development projects	Current plus 3 years	Transfer to Jersey Archive	Review: archive selected items	
UK Reports, Frameworks and Policies	Until superseded	Destroy	None	
SOJ Reports (not Education Specific)	Until superseded	Destroy	None	
Training and courses	Until superseded	Destroy	None	
Working Party on Relations between Jersey and France	Current plus 3 years	Transfer to Jersey Archive	Archive	
Historic Abuse Enquiry Files	Current plus 3 years	Transfer to Jersey Archive	Archive	
<b>Administration and Accounts</b>				
Financial Documents	Refer to Financial Directions			
HR Documents	Refer to Generic HR Retention Schedule			
<b>Corporate Management Board (Includes Strategic Policy Sub-Committee)</b>				
Meeting Agendas and Minutes	Current plus 5 years	Destroy	Transfer from Chief Minister's Department	
Reports	Current plus 5 years	Destroy	Transfer from Chief Minister's Department	
Policies	Current plus 5 years	Destroy	Transfer from Chief Minister's Department	
Correspondence	Current plus 5 years	Destroy	Transfer from Chief Minister's Department	
<b>Senior Management Team</b>				
Meeting Agendas and Minutes	Current plus 3 years	Transfer to Jersey Archive	Archive	
Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	
<b>Howard Leopold Davis Scholarship Trust</b>				
Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	
Meeting Minutes	Current plus 3 years	Transfer to Jersey Archive	Archive	

Correspondence	Current plus 3 years	Transfer to Jersey Archive	Review: selected items to Jersey Archive	
Individual Scholarship documents (copies)	Current plus 3 years	Destroy	None	
<b>Working Parties</b>				
Meeting Minutes	Current plus 3 years	Transfer to Jersey Archive	Archive	
Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	
<b>Advisory Councils e.g. Religious Education Advisory Council</b>				
Meeting Minutes	Current plus 3 years	Transfer to Jersey Archive	Archive	
Policy	Current plus 3 years	Transfer to Jersey Archive	Archive	
Correspondence	Current plus 3 years	Transfer to Jersey Archive	Review: archive selected items	
<b>Safeguarding Partnership Board</b>				
Meeting Minutes	Current plus 3 years	Destroy		Archive to receive copies from Safeguarding Partnership Board
Policy	Current plus 3 years	Destroy		Archive to receive copies from Safeguarding Partnership Board
<b>Education and Home Affairs Scrutiny Panel</b>				
Meeting Minutes	Current plus 3 years	Destroy	Transfer from States Greffe	Transfer from States Greffe
Policy	Current plus 3 years	Destroy	Transfer from States Greffe	Transfer from States Greffe

**APPROVED AND SIGNED BY EDUCATION – DIRECTORATE:**

Name	Signature	Position	Date

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

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