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
Ministerial Documents	-	-		-
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	

Directorate Documents				
Annual Reports from	Current plus 3	Transfer to Jersey	Archive	
External Organisations	years	Archive	AIGHIVE	
External Reports and	Current plus 3	Transfer to Jersey	Archive	
Reviews	years	Archive	7.001170	
Internal Reports and	Current plus 3	Transfer to Jersey	Archive	
Reviews	years	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 & Until superseded Transfer one copy on production to Jersey Archive Archive Architectural feasibility studies, plans and development projects Current plus 3 Transfer to Jersey Archive selected items VIK Reports, France Until superseded Destroy None Policies Until superseded Destroy None SOJ Reports (not Until superseded Destroy None Training and courses Until superseded Destroy None Working Party on Relations between years Current plus 3 years Transfer to Jersey Archive Archive Jersey and France Current plus 3 years Transfer to Jersey Archive Archive Historic Abuse Enquiry years Current plus 3 transfer to Jersey Archive Archive Financial Documents Refer to Franceil Fransfer To Jersey Archive Archive Reports Current plus 5 years Destroy Minister's Department Destroy Reports 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	·	1		1
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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	
Working Parties			•	
Meeting Minutes	Current plus 3 years	Transfer to Jersey Archive	Archive	
Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	
Advisory Councils e.g.	Religious Educat	tion Advisory Council		
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	
Safeguarding Partners	hip Board			
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
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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	