

DEPARTMENT FOR EDUCATION – STANDARDS AND ACHIEVEMENT

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 Standards and Achievement, Education Department.

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
General				
All Meeting Agendas and Minutes (e.g. Education Consultative Council; Jersey Teachers Panel; Primary and Secondary Teachers; Island's Federation for the Evaluation of Schools (IFES); Parent Action Group for Education; Advisory Council; EYCP; REAC; Curriculum Council)	Current plus 3 years	Transfer to Jersey Archive	Archive	
Internal Reports, Reviews and Audits	Current plus 3 years	Transfer to Jersey Archive	Archive	
External Reports, Reviews and Audits commissioned by Education Department	Current plus 3 years	Transfer to Jersey Archive	Archive	
Policies, Statements and Frameworks (Jersey-specific, not UK)	Current plus 3 years	Transfer to Jersey Archive	Archive	
Correspondence including emails and Working Papers	Current plus 3 years	Refer to Email Guidelines for selection criteria and Transfer to Jersey Archive	Archive	

Projects (e.g.) Baby Think It Over and Jersey Premium	Current plus 3 years	Transfer to Jersey Archive	Archive	Refer to generic Projects Retention Schedule for guidance
Education Department Booklets and Publications	Until superseded	Transfer one copy of each to Jersey Archive on production	Archive	
Education Department learning, critical skills and support materials on various media (e.g.) videos, disks, DVDs and CDs	Until superseded	Transfer one copy of each to Jersey Archive on production	Archive	
Photos (if loose, please include names, events and dates in pencil on back of photos)	Current plus 3 years	Transfer small sample to Jersey Archive	Archive	
UK Publications	Until superseded	Destroy	None	
UK Reports, Frameworks and Policies	Until superseded	Destroy	None	
Administrative files including training and course documents	Until superseded	Destroy	None	
School and Curriculum				
School Development Plans for each primary and secondary school	Current plus 3 years	Transfer to Jersey Archive	Archive	Produced either every academic or calendar year
Jersey Self Evaluation Document (JSED) (For each States Primary and Secondary School) including notes of visits	Current plus 3 years	Transfer to Jersey Archive	Archive	Produced annually at end academic year
KS1 & KS2 Individual Teacher Assessments	Current plus 3 years	Transfer to Jersey Archive	Archive	
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	
Assessment (Jersey documents only)	Current plus 3 years	Transfer to Jersey Archive	Archive	
Sharing Practice Presentation Documents including Handouts	Current plus 3 years	Transfer to Jersey Archive	Archive	
Jersey Subject Files (Primary and Secondary)	Current plus 3 years	Transfer a copy of each to Jersey Archive plus revised copy.	Archive	

Critical Skills Programme – handouts for subjects	Current plus 3 years	Transfer sample to Jersey Archive	Archive	
Registration of Private Schools	Current plus 3 years	Transfer to Jersey Archive	Archive	
Transition – updated every year	Current plus 3 years	Transfer to Jersey Archive	Archive	
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	
Schools and Colleges Complaints	3 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy	Archive	
14-19				
Reports	Current plus 3 years	Transfer to Jersey Archive	Archive	
Meeting Agendas and Minutes	Current plus 3 years	Transfer to Jersey Archive	Archive	
Policy Documents	Current plus 3 years	Transfer to Jersey Archive	Archive	
Curriculum	Current plus 3 years	Transfer to Jersey Archive	Archive	
Early Years				
Early Years – All Education Department Brochures and Leaflets	Until superseded	Transfer a copy of each to Jersey Archive on production	Archive	
Early Years Training Packs	Until superseded	Transfer a copy of each to Jersey Archive on production	None	
UK Publications and Teaching Materials	Until superseded	Eventual Destroy	None	
Finance Records – Refer to Financial Directions				
Personnel Records – Refer to Generic HR Retention Schedule				
Health and Safety Records – Refer to Generic Health and Safety Retention Schedule				

APPROVED AND SIGNED BY EDUCATION – STANDARDS AND ACHIEVEMENT:

Name	Signature	Position	Date

APPROVED AND SIGNED BY JERSEY ARCHIVE:

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