



**Children, Young People, Education and Skills**

**RETENTION SCHEDULE FOR SCHOOLS**

**(whatever their format – paper or electronic)**

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 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: 2024**

<b>Document Type</b>	<b>Retention in school</b>	<b>Action by school</b>	<b>Action by Jersey Archive</b>	<b>Notes</b>
<b>MANAGEMENT</b>				
Minutes and reports of Management Team meetings	Current + 3 years	Transfer to Jersey Archive	Permanent retention	
Professional development plans (covered in INSET days/staff meetings)	Current + 3 years	Transfer sample to Jersey Archive	Permanent retention	
School development/improvement plans	Current + 5 years	Transfer to Jersey Archive	Permanent retention	
Head teacher's personal filing	Current + 1 year	Review: Important items transferred to overarching files		Files should automatically be reviewed When Head teacher leaves

Deputy Head teachers personal filing	Current + 1 year	Review: Important items transferred to overarching files		Files should automatically be reviewed when Deputy Head teacher leaves
School policies	Retain until superseded			
Asset Register	Current + 1 year	Destroy		
Staff Files – Copies only pertaining to Health and Safety and Management Forecasts (and Planning) – this includes (but is not limited to): - AXA return to work forms; - Sickness and absence forms; - Performance reviews; - Appraisal(s); - Reference(s); - Personalised improvement plan (formal or informal); - Copy of First Aid certificate (or other relevant certificate for First Aid) <b>Not</b> to be passed to next employer – see HR Retention Schedule for all other HR related items	Length of employment	Destroy		

### SCHOOL ORGANISATION

School log books (legacy)	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
School prospectus	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
Staff meetings Minutes	Current + 3 years	Destroy		
Annual calendar of events	Current	Destroy		
Circulars to staff and pupils	Current	Destroy		
Newsletters to parents	Current + 1 year	Destroy		
Staff Handbook	Current until superseded	Destroy		
Visitors Book	Current + 1 year	Transfer to Jersey Archive	Permanent retention	

### HEALTH AND SAFETY

Health and Safety Policy statement	Current + 1 year	Destroy		
Training records	Current + 1 year	Destroy		
Health and Safety Reports?*	Current + 10 years	Destroy		
Fire precautions log book*	Current + 1 year	Destroy		

**CHILD PROTECTION**

Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer	Destroy		HR
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**PUPILS**

Pupil Folder (SIMS)	Current until transferred or until 25 years from birth	Transfer sample to Jersey Archive	Permanent retention	
Admission Registers*	While current and active	Transfer to Jersey Archive	Permanent retention	Admission registers are current while entries are being made and active until the pupil has left the school
Attendance Registers (SIMS)*	Current			Part of pupil folder
Timetables	Current	Sample to Jersey Archive	Sample for permanent retention	

**EXTRA-CURRICULAR AND MISCELLANEOUS ACTIVITIES**

School magazines	One reference set at school	Transfer sample annually to Jersey Archive	Permanent retention	
School History (?*)	Reference copy at school	Transfer one copy to Jersey Archive	Permanent retention	One copy also to Jersey Library Ref. Section
Record of school societies	Current	Sample to Jersey Archive	Permanent retention	Minutes/newsletters should be identified and preserved as far as possible

<b>SCHOOL GOVERNORS</b>				
Instruments and Articles of Governance	Current + 1 year	Transfer one copy to Jersey Archive	Permanent retention	
Governor's Minutes, agendas and papers	Current + 3 years	Transfer one copy to Jersey Archive	Permanent retention	
Governor's Correspondence	Current + 3 years	Review: Important items transferred to Jersey Archive	Permanent retention	

<b>ALUMNI ASSOCIATIONS</b>				
Secretary: Minute Books	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
Secretary: Correspondence	Current + 1 year	Destroy		
Secretary: Publications (newsletters, bulletins, magazines etc.)	Current + 1 year	Transfer sample to Jersey Archive	Permanent retention	
Secretary/ Treasurer: Membership list	Current	Destroy		

<b>PARENT-TEACHER ORGANISATIONS</b>				
Minutes	Current + 3 years	Transfer sample to Jersey Archive	Permanent retention	

<b>Finance Records – Refer to GoJ Financial Directions</b>
<b>Personnel Records – Refer to GoJ HR Retention Schedule</b>
<b>Health and Safety - Refer to GoJ Health and Safety Retention Schedule</b>

#### OTHER DOCUMENTS IN USE

Type of Record	Length of Retention in School	Subsequent Action by School	Comments
Current supporting technology systems e.g. My Concern, SIMS etc.	Until superseded	Destroy	
Consent Forms (attached to pupil record)		Destroy when pupil leaves or transferred to pupil file and retained until age 25 years	
Governance e.g. Data sharing agreements/MoU/DPIA/risk assessments etc.		Until updated (or length of contract)	

CCTV Footage	Up to 3 months	Destroy once actioned	
Online Safeguarding Monitoring systems (material recorded and data logs)	3 months	Destroy once actioned	

**APPROVED AND SIGNED BY THE DEPARTMENT FOR CHILDREN, YOUNG PEOPLE,  
EDUCATION & SKILLS:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Keith Posner		Director, Policy & Planning	

**APPROVED AND SIGNED BY JERSEY ARCHIVE:**

<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Linda Romeril		Archives and Collections Director, Jersey Heritage	