

## Jersey Music Service

### Retention Schedule

March 2023

*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 Jersey Music 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: March 2028

File Title	Retention at JMS	Action by JMS	Notes
<b>Management</b>			
Minutes and reports of SMT meetings and staff meetings	Current + 3 years	Transfer to Jersey Archive	
Principal's & Vice Principal's personal filing	Current + 6 years	Selected items to Jersey Archive	Files should automatically be reviewed when the Principal or Vice Principal leaves
JMS Professional Development Plan	Until superseded	Transfer copy to Jersey Archive when significantly updated	Significant updates to include large changes in policies or plans, or visual presentation e.g. branding
JMS Specific Policies and Procedures - to include application form, bursary form, terms & conditions, fees etc.	Until superseded	Transfer copy to Jersey Archive when significantly updated	Significant updates to include large changes in policies or plans, or visual presentation e.g. branding
Generic CYPES Policies and Procedures	Until superseded	Destroy	
Application Forms (completed)	Until scanned onto database	Destroy once person no longer employed by the service	
Staff Handbook	Until superseded	Transfer copy to Jersey Archive	

<b>Operational Records</b>			
JMS Statistical Reports - to include exam results, number of students receiving tuition (including number of full paying students / bursary students), membership of ensembles etc	3 years	Transfer to Jersey Archive	
Circulars to Staff and Students	Current + 2 years	Transfer to Jersey Archive	Add Jersey Archive to mailing list: <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Young Musician of the Year Application Booklet, Programmes, Posters and lists of Finalists and Winners	1 year	Transfer copy of each to Jersey Archive at year end	
Student Records on Database	Birth + 25 years	Destroy	Follow Retention periods outlined by CYPES for SIMS
Visitors Book (VIP visitors only – not daily books)	Current + 3 years	Transfer to Jersey Archive	
Instrument Inventory	Current	Transfer list to Jersey Archive following the most recent stock take, and any previous	
CDs/Sound recordings	1 year	Transfer copy of each to Jersey Archive at year end	
Photographs, in all physical or digital formats	1 year	Transfer sample of significant events including trips to Jersey Archive at year end	
<b>School Projects</b>			
Programmes – concerts, ensembles	Current + 3 years	Transfer to Jersey Archive	
Rotas	Current + 3 years	Destroy	
Programmes	Current + 3 years		
Meetings	Current + 3 years	Destroy	
Service Level Agreements with Schools	Current + 3 years	Transfer to Jersey Archive when renewed/updated	
<b>Youth Symphony Orchestra</b>			
Board Meeting Minutes	Current + 3 years	Transfer to Jersey Archive	

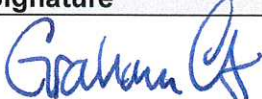
Correspondence: Board members. Letters, emails etc.	Current + 3 years	Transfer to Jersey Archive	On the assumption that any significant correspondence is saved in project file
Correspondence: Other staff. Letters, emails etc.	Current + 3 years	Destroy	
Minutes and reports of SMT meetings and staff meetings	Current + 3 years	Transfer to Jersey Archive	Sensitive / confidential information to be closed for a period of time under Article 25 – Personal Information
Project files – correspondence and working papers regarding projects	Current + 3 years	Transfer to Jersey Archive	
Project Meetings – agendas, papers and minutes	Current + 3 years	Transfer to Jersey Archive	
<b>Child Protection</b>			
Child Protection Files	10 years post incident	Review with Inclusion and Family Support and merge with main file	
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	Review with Education HR/People Hub and merge with main file	
<b>Correspondence</b>			
Correspondence including email, physical filing, and Teams	Current + 1 year	Review - any policy, procedural or project-related correspondence to be saved in relevant file and transferred to Jersey Archive.  Destroy all other material	
<b>Promotion and Publicity</b>			
Marketing Publications / Prospectus	Until superseded	Transfer copy of each to Jersey Archive at year end, or through mailing list	<a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Concert Programmes, Posters & Flyers	1 year	Transfer copy of each to Jersey Archive at year end, or through mailing list	<a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>

Press Releases	1 year	Transfer copy of each to Jersey Archive at year end, or through mailing list	<a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Newsletters to parents	Current + 3 years	Transfer to Jersey Archive	Add Jersey Archive to mailing list: <a href="mailto:accessions@jerseyheritage.org">accessions@jerseyheritage.org</a>
Website ( <a href="http://www.jms.je">www.jms.je</a> ) and Social Media feeds	Regularly updated	None – Jersey Archive to capture	Use web crawler to cache website at intervals
News cuttings / Scrap Book	1 year or until end of scrap book	Transfer to Jersey Archive	
<b>SELF EMPLOYED TUTOR HR FILES</b>			
Application Form	10 years from end of contract	Please refer to Generic Health and Safety Retention Schedule	
References / Qualifications	10 years from end of contract		
Service Level Agreement (signed)	10 years from end of contract		
Resignation letter, paperwork relating to the termination of agreement	10 years from end of contract		
Current Contact Details	10 years from end of contract		
Training	10 years from end of contract		
<b>PROPERTY</b>			
Legal agreements, leases, maintenance contracts	Current + 6 years	Destroy	Managed by Property Holdings
CCTV	3 months before overwritten	Overwritten after 3 months	Managed by Property Holdings
Records of insurance (policies and schedules)	Current	Destroy	Managed by Property Holdings
Inventories of furniture and equipment	Current	Destroy	Managed by Property Holdings
Plans (of current building)	Keep while in regular use	Transfer to Jersey Archive	Managed by Property Holdings
Plans (including future plans for purpose built buildings)	Current + 3 years	Transfer to Jersey Archive	Managed by Property Holdings

The following records are common across the majority of institutions and copies of these schedules are provided on MyStates.

All Financial Records	Please refer to Public Finances Manual Supporting Documents – <u>Retention of Financial Documents</u>
All HR and Training Records	Please refer to GoJ Personnel Retention Schedule
Health and Safety Records	Please refer to Generic Health and Safety Retention Schedule
Contracts	Please refer to Contracts Retention Schedule
Projects (Non-construction)	Please refer to Generic Projects Retention Schedule
All Building Maintenance Records	Please refer to Maintenance Retention Schedule

APPROVED AND SIGNED BY EDUCATION – JERSEY MUSIC SERVICE:

Name	Signature	Position	Date
Graham Cox		Principal	4/3/24

APPROVED AND SIGNED BY JERSEY ARCHIVE:

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