

Children, Young People, Education and Skills

Retention Schedule

(whatever their format – paper or electronic)

July 2019

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 Department for Children, Young People, Education and Skills¹.

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

File Title	Retention at CYPES	Action by CYPES	Action by Jersey Archive	Notes
Overview Records				
Meeting minutes, agendas and reports	Current plus 3 years	Transfer minutes etc. of high-level/ policy/ decision-making meetings to Jersey Archive	Archive	Closed
		Destroy low level meeting minutes/action points	Destroy	N/A
Correspondence including email and working papers (not applicable to Director level – see Directorate retention schedule)	Retain for maximum 12 months or until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	Archive relevant project/subject folders	See Email Guidelines document

¹ CAMHS retention schedule is held by Health and Community Services and Children's Service retention schedule is held by Customer and Local Services

Policies, Procedures, Codes of Practice, Guidance, Strategies and Form Templates	Until superseded	Transfer copy of each and any significant updates to Jersey Archive	Archive	Closed
Internal and external reports and reviews	Until superseded	Transfer to Jersey Archive	Archive	Closed
Service Level Agreements	Until superseded	Copy to Jersey Archive on production	Archive	Closed
Surveys and Questionnaires e.g. Service Evaluations	Current plus 3 years	Transfer one copy and summary of results on production to Jersey Archive	Archive	Closed
Training Course Packs	Current plus 3 years	Transfer a sample to Jersey Archive (10% per annum)	Archive the sample	Closed
Photos/News cuttings/ Audio/Video recordings	Current plus 3 years	Transfer a sample to Jersey Archive	Archive	Closed
Enquiries, Complaints & Responses	Current plus 3 years	Transfer to Jersey Archive those of high public-interest and those which lead to the making of, or changes in policy	Archive	Closed
Critical Incident Planning – Reports / minutes / correspondence	Current plus 3 years	Transfer to Jersey Archive	Archive	Closed
Student Records				
Individual Pupil Files	Date of Birth plus 25 years*	Transfer a sample of IEI pupils (10%) to Jersey Archive; those of high public-interest, or high profile cases and those which lead to the making of, or changes in policy	Archive the sample	Closed
		*LAC files to be kept for 75 years after retention period	Transfer to Jersey Archive	Closed
Finance Records – Refer to GoJ Financial Directives				
Personnel Records – Refer to Generic GoJ HR Retention Schedule				
Health and Safety - Refer to Generic GoJ Health and Safety Retention Schedule				

APPROVED AND SIGNED BY CYPES:

Name	Signature	Position	Date
Keith Posner		Director, Policy & Planning	

APPROVED AND SIGNED BY JERSEY ARCHIVE:

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