

Children, Young People, Education and Skills

RETENTION SCHEDULE FOR POLICY AND PLANNING

(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 Policy and Planning.

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 Policy & Planning	Action by Policy & Planning	Action by Jersey Archive	Closed / open
Overview Records				
Project Risk Register	Current plus 6 years	Destroy	N/A	N/A
Influenza Pandemic Documents	Current plus 6 years	Transfer to Jersey Archive	Review: archive selected items	Closed
Freedom of Information				
Research folders	Current plus 6 years	Destroy	N/A	N/A
Demographics and School Admissions				
Overview statistics and statistical analysis	Current plus 30 years for comparison purposes	Transfer to Jersey Archive after 5 years	Archive	Open
Pupil and teacher statistics	Current plus 10 years for comparison purposes	Transfer to Jersey Archive after 5 years	Archive	Closed
In Year Admissions documentation – Primary and Secondary schools	Current plus 1 year	Destroy	N/A	N/A

School Transfer Lists	Current plus 1 year	Destroy	N/A	N/A
School and Transfer Appeals	Current plus 1 year	Destroy	N/A	N/A
Confidential nursery appeals	Current plus 1 year	Destroy	N/A	N/A
Nursery admissions	Current plus 1 year	Destroy	N/A	N/A
Project Records - Refer to Generic GoJ Project Records Retention Schedule				

APPROVED AND SIGNED BY POLICY AND PLANNING:

Name	Signature	Position	Date
Keith Posner		Director, Policy & Planning	

APPROVED AND SIGNED BY CYPES:

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