

Jèrriais Teaching Service - Data Retention Schedule

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: 2025

Document Type	Retention with Jèrriais Teaching Service	Action by Jèrriais Teaching Service	Action by Jersey Archive	Notes
Agendas, minutes and reports of team meetings	Current + 3 years	Destroy		
Correspondence including email and working papers	Retain for maximum 12 months or until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails		
Service development/ improvement plans	Current + 5 years	Transfer to Jersey Archive	Permanent retention	
Surveys, questionnaires and service evaluations	Current + 3 years	Transfer to Jersey Archive and summary of results	Permanent retention	

Service Level Agreements	Retain until superseded			
Service head's personal filing	Current + 1 year	Review and transfer important items to overarching files		Files should be automatically reviewed when head of service leaves
Service policies	Retain until superseded			
Internal reports and reviews	Retain until superseded	Transfer to Jersey Archive	Permanent retention	
Service prospectus	Current + 1 year	Transfer to Jersey Archive	Permanent retention	
Annual calendar of events	Current	Destroy		
Circulars to staff and pupils	Current	Destroy		
Newsletters to parents	Current + 1 year	Destroy		
Attendance registers	Current	Destroy		
Timetables	Current	Transfer sample to Jersey Archive	Permanent retention	

Permission slips, parent contact details and data protection permissions	Current	Destroy when pupil leaves		
Eisteddfod entry forms	Current + 1 year	Destroy		
News Cuttings	Current + 3 years	Transfer sample to Jersey Archive	Permanent retention	
Photos, video and audio recordings (not including children)	Current + 3 years	Transfer sample to Jersey Archive	Permanent retention	
Photos and audio recordings (including children)	Current + 1 year	Transfer sample to Jersey Archive with parental permission otherwise destroy	Permanent retention	
Video recordings (including children)	Current	Destroy		

This retention schedule has been created in alignment with Government of Jersey guidance by the CYPES Director of Policy and Planning and the Archives and Collections Director for Jersey Archive.

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