

Office of the Permanent Secretary - Freedom of Information Act Prerequisites - Article 17

| Public Authority | Description of the department/directorate/entity /boards 's structure | Description of the department/directorate/entity's functions and responsibilities | General description of the categories of documents the department/directorate/entity holds (including exempt documents) | Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity) | Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent |
|----------------------------|---|--|---|--|--|
| National Archives of Malta | <p>✚ The National Archives Council has the role of an advisory body to Government on all archives matters. It is set up by virtue of the National Archives Act (V, 2005).</p> | <p>The National Archives endeavours to preserve the collective memory of the Maltese nation through the protection and accessibility of all public archives.</p> <p>The functions of the National Archives are:</p> <p>(a) to safeguard the collective memory of the Maltese nation and protect the rights of citizens through the selection, preservation and access to the archives in whatever medium to the highest of standards;</p> <p>(b) establish and maintain a register to be known as the National Register of Archives;</p> <p>(c) to monitor with powers of inspection the recordkeeping practices within public offices;</p> <p>(d) accept and acquire private records of national significance by gift, purchase, bequest or deposit;</p> <p>(e) provide leadership to Maltese archives in such areas as preservation of archival records, records management and national cooperation schemes;</p> <p>(f) promote the professional training of archivists and records managers.</p> | <p>✚ Legislation http://www.mjha.gov.mt/DownloadDocument.aspx?app=lom&itemid=8943&l=1</p> <p>✚ Policy Documents https://secure2.gov.mt/nationalarchives/onlinepublications.aspx?page_info_id=1</p> <p>✚ General Correspondence ✚ Tenders and Expressions of Interest ✚ Memoranda ✚ Financial and annual reports ✚ Pre-budget documents ✚ Project Proposals ✚ Consultation Documents ✚ Board Minutes</p> <p>In accordance with article 5c of the Freedom of Information Act, all the collections held at the National Archives of Malta are exempt documents namely not subject to disclosure under this Act.</p> | <p>✚ National Archives Act ✚ PSMC</p> | <p>Contact Details: The Freedom of Information Officer National Archives of Malta Head Office Hospital Steet Rabat RBT 1043 Tel: 2145-9863 E-mail: foi.nationalarchives.mede@gov.mt</p> |