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Implementation of a Retention Policy for the records created and managed by the Primary, Middle and Secondary Schools within the Ministry for Education and Employment (MEDE)

Following the discussions between the National Archives (NAM) and the Records Officer / Assistant Manager (Records) of the Ministry for Education and Employment and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2020-08) for the records that are created and managed by Primary, Middle and Secondary Schools within MEDE.

This policy will guarantee that the said records are properly appraised and that records of enduring historical value will be transferred in due time to the National Archives for permanent preservation.

This policy will be reviewed at least every five (5) years from the date of issue to ensure that all the processes and documentation categories are still valid and relevant in view of any changes of procedures or law. It also supersedes any retention policy that might have been implemented in the past for the same records.

The authorisation of this policy relates only to the requirements of the National Archives Act of 2005 (Cap 477), and not any other obligations which might exist under other legislation.

This policy document has been approved by the following parties on 25 May 2020:

A handwritten signature in blue ink, appearing to be "Charles Farrugia", written over a horizontal line.

Dr Charles Farrugia
National Archivist and CEO

A handwritten signature in blue ink, appearing to be "Maria Mc Namara", written in a cursive style.

Ms Maria Mc Namara
Director General
Directorate for Educational Services
(DES)