



Head Office, Hospital Street, Rabat RBT 1043, MALTA
Tel (+356) 2145-9863 • Fax (+356) 2145-0078 • www.nationalarchives.gov.mt • customercare.archives@gov.mt

05/08/2019

Director General Office
Directorate for Curriculum, Lifelong Learning and Employability (DCLE)

Subject: Implementation of a Retention Policy for the records created and managed by the Director General's Office at the Directorate for Curriculum, Lifelong Learning and Employability (DCLE).

After lengthy discussions between the National Archives (NAM) and the Records Officer/ Assistant Manager (Records) of the Ministry for Education and Employment (MEDE), and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2019-13) for the records managed by Director General's Office at the Directorate for Curriculum, Lifelong Learning and Employability (DCLE) 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:

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a horizontal line.

Dr Charles Farrugia
National Archivist and CEO

A handwritten signature in black ink, featuring a large, circular initial 'S' followed by a horizontal line.

Mr Stephen Cachia
Director General
Directorate for Curriculum,
Lifelong Learning and
Employability (DCLE)

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Action (When Retention Period Expires)
1	DG's Office	Projects & Initiatives	Registry Files	Files related to various projects & initiatives	Thirty (30) years		Transfer to the National Archives for permanent preservation.
2	DG's Office	General Files	Correspondence	Internal & external correspondence of the DG	Thirty (30) years		Transfer to the National Archives for permanent preservation.
3	DG's Office	Minutes of meetings	Minutes	Minutes of the National Curriculum Framework Implementation Review Board Meetings	Thirty (30) years		Transfer to the National Archives for permanent preservation.
4	DG's Office	Circulars		Binded Circulars (from 1976)	Thirty (30) years	Original Circulars issued from concerned Directorate (DCLE)	Transfer to the National Archives for permanent preservation.


