

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Action - to be determined by the National Archivist (When Retention Period Expires)
1	DRLLE	Correspondence	General Correspondence	Correspondence with Local Councils, banks, Students' Grants, complaints from students & General Public, NGOs, Information re Engagement of Adult Educators,	Thirty (30) years		Transfer to the National Archives for permanent preservation
2	DRLLE	Correspondence	Ombudsman cases	Correspondence re student grants/employees complaints	Three (3) years	Originals & copies of Originals	Not required for permanent preservation by the National Archives
3	DRLLE	Finance	Quotations	Prospectus for Evening Courses, Website, Publicity for Schemes	Three (3) years		Not required for permanent preservation by the National Archives
4	DRLLE	Finance	Accounts	Payments, Refunds, Remunerations, Procurement,	Ten (10) years	Amended from 3 to 10 years to be compatible to VAT Act	Not required for permanent preservation by the National Archives
5	DRLLE	Finance	Correspondence	Correspondence with Banks re Bank Accounts	Three (3) years		Not required for permanent preservation by the National Archives
6	DRLLE	Human Resources	Recruitment	Calls for the post of Adult Educators	Three (3) years		Apply HR Retention Policy (OPM - 2012)
7	DRLLE	Human Resources	Applications	Applications for Adult Educators	Three (3) years	Applications of successful applicants are retained in personal files.	Apply HR Retention Policy (OPM - 2012)
8	DRLLE	Human Resources	Contracts	Contracts re Adult Educators	Three (3) years	Adult Educators sign working contract with department.	Apply HR Retention Policy (OPM - 2012)
9	DRLLE	Human Resources	Recruitment	Recruitment of Adult Educators over 65 years of age	Three (3) years		Apply HR Retention Policy (OPM - 2012)
10	DRLLE	Reports	Reports	E.U. Reports, Maintenance & Repair, Settlement of Fees	Three (3) years		Not required for permanent preservation by the National Archives





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26/09/2019

Director
Directorate for Research, Life Long Learning & Employability

Subject: Implementation of a Retention Policy for records created and managed by the Directorate for Research, Life Long Learning & Employability (DRLLE).

After lengthy discussions between the National Archives (NAM) and the Records Management section 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 (REP 2019-14) for the records managed by Directorate for Research, Life Long Learning & Employability (DRLLE) in the Department of Curriculum, Life Long Learning & Employability 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, appearing to be "Dr Charles Farrugia".

Dr Charles Farrugia
National Archivist and CEO

A handwritten signature in black ink, appearing to be "Alex Farrugia".

Alex Farrugia
Director
Directorate for Research, Life Long Learning & Employability (DRLLE)