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03/05/2018

Ministry for Education and Employment
Strategy & Support Department
Education Logistics and Administration
Great Siege Road
Floriana

Subject: Implementation of a Retention Policy for the records of the MEDE Education Logistics and Administration

After discussions between the National Archives (NAM) and the MEDE Records Officer we are here authorising the implementation of the attached retention schedule (REP2018-07) for the records created and managed by the Education Logistics and Administration within the Ministry for Education and Employment (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 process 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.

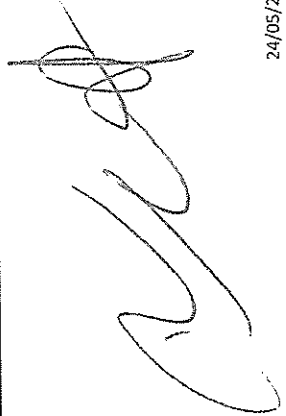
This policy document has been approved by the following parties:

Dr Charles Farrugia
National Archivist and CEO

Ms Roslyn Vella
Director General

Head, Education
Logistics & Support

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Action - to be determined by the National Archivist (When Retention Period Expires)
1	Educational Logistics - Support Unit	Logbooks	Logbooks	Telework Logbooks	Two (2) Years		A random sample of 1% of the applications from every year is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.
2	Educational Logistics - Support Unit	Absence Record Sheets	Absence Record Sheets	Temporary Absence Records Sheets	Two (2) Years		Not Required for permanent preservation by the National Archives.
3	Educational Logistics - Support Unit	Monthly Transport Reports	Monthly Transport Reports	Route Performance Log Books including punctuality & attitude of driver	Seven (7) Years		A random sample of 1% of the applications from every year is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.
4	Educational Logistics - Support Unit	Letter Circulars/Memos	Letter Circulars/Memos	Original copies issued by Department	Thirty (30) years		Records are to be transferred to the National Archives for permanent preservation.





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