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Implementation of a Retention Policy for the records that are created and managed by the Malta College of Arts, Science and Technology (MCAST) - Human Resources Department

Following discussions between the National Archives (NAM) and the Assistant Manager (Records) of the Ministry for Education (MFED) and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2022-05) for the records that are created and managed by the department of Human Resources within MCAST.

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 the 23 March 2022:

A blue ink signature of Dr Charles Farrugia, consisting of a stylized, cursive script.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Mr Philip Vella, consisting of a stylized, cursive script.

Mr Philip Vella
Deputy Principal Administration

File: RMU 2020-36
Retention Policy no. REP2022-05

| Key | Unit / Dept. | Category | Records type | Description | Retention Period | Remarks | Archival Action - (When Retention Period Expires) |
|-----|-----------------|-------------------|------------------------------|---|---|---------|---|
| 1 | Human Resources | Applications | Recruitment EU related | Vacancies Applications - these refer to EU funded projects to engage specific personnel | Ten (10) years from date of termination of employment (in case of appointed persons). All others one (1) year subsequent to the validity period of the relevant call for applications (unless a complaint has been filled). | None | Apply the Retention Policy for Human Resources records - "Data Protection Public Administration Human Resources Corporate Procedures" issued by the People & Standards Division (Office of the Prime Minister). |
| 2 | Human Resources | Applications | Recruitment Public sector | Vacancies Applications | Ten (10) years from date of termination of employment (in case of appointed persons) All others one (1) year subsequent to the validity period of the relevant call for applications (unless a complaint has been filled). | None | Apply the Retention Policy for Human Resources records - "Data Protection Public Administration Human Resources Corporate Procedures" issued by the People & Standards Division (Office of the Prime Minister). |
| 3 | Human Resources | Attendance Sheets | Employees' Attendance Sheets | Employees' Attendance Sheets | Two (2) years | None | Apply the Retention Policy for Human Resources records - "Data Protection Public Administration Human Resources Corporate Procedures" issued by the People & Standards Division (Office of the Prime Minister). |
| 4 | Human Resources | Certificates | Sick Leave Certificates | Records of Sick Leave Certificates | One (1) year | None | Apply the Retention Policy for Human Resources records - "Data Protection Public Administration Human Resources Corporate Procedures" issued by the People & Standards Division (Office of the Prime Minister). |
| 5 | Human Resources | Forms | Vacation Leave | Records of Vacation Leave | Two (2) years | None | Apply the Retention Policy for Human Resources records - "Data Protection Public Administration Human Resources Corporate Procedures" issued by the People & Standards Division (Office of the Prime Minister). |
| 6 | Human Resources | Forms | Special Leave | Records of Special Leave | Two (2) years | None | Apply the Retention Policy for Human Resources records - "Data Protection Public Administration Human Resources Corporate Procedures" issued by the People & Standards Division (Office of the Prime Minister). |
| 7 | Human Resources | Personal Files | Employees' Personal Files | Employees' Personal Files | Ten (10) years from date of termination of employment. | None | Apply the Retention Policy for Human Resources records - "Data Protection Public Administration Human Resources Corporate Procedures" issued by the People & Standards Division (Office of the Prime Minister). |