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03/03/2018

Quality Assurance Department
Ministry for Education and Employment
Great Siege Road
Floriana

Subject: Implementation of a Retention Policy for the MEDE Quality Assurance Department

After discussions between the National Archives (NAM) and the Quality Assurance Department within MEDE, we are here authorising the implementation of the attached retention policy (REP2018-02) for the records created and managed by the Quality Assurance Department. 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.

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 "C. Farrugia", written over a horizontal line.

Dr Charles Farrugia
National Archivist and CEO

A handwritten signature in black ink, appearing to be "J. Vanhear", written in a cursive style.

Dr Jacqueline Vanhear
Director
Quality Assurance Department

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Action - to be determined by the National Archivist (When Retention Period Expires)
1	Quality Assurance	Applications for Assistance to Church and Independent Schools	School Grants Schemes (2011-2017)	Records re the evaluation of the educational value of applications under the scheme issued by the Ministry of Finance, the Economy and Investment. Scheme for the assistance to Church and Independent Schools related to capital expenditure in the implementation of educational reforms for all children to succeed.	Five (5) years	Scheme published on the Government Gazette 22/06/2012 No. 677. Records include copies of receipts and invoices related to the purchase.	Not Required for permanent preservation by the National Archives
2	Quality Assurance	Calls/Applications/ Reports	Calls/Applications/Reports	Expression of Interest for associate assessors within Quality Assurance Department	Three (3) years	None	Not Required for permanent preservation by the National Archives
3	Quality Assurance	Forms	Sick leave Records	Copies	Apply existing HR Retention Policy - issued by OPM in 2012	None	Apply existing HR Retention Policy - issued by OPM in 2012
4	Quality Assurance	Forms	Time Sheets	Times Sheets	Apply existing HR Retention Policy - issued by OPM in 2012	None	Apply existing HR Retention Policy - issued by OPM in 2012
5	Quality Assurance	Forms	Requisition Forms - External	Copies of Invoices	Two (2) years	None	Not Required for permanent preservation by the National Archives
6	Quality Assurance	Forms	Requisition Forms re Stores	Copies of Invoices	One (1) year	None	Not Required for permanent preservation by the National Archives
7	Quality Assurance	Reports	Review Reports of State, Church and Independent Schools	External Review Reports (Kinder 1 – Year 11)	One (1) Copy to be retained indefinitely	None	See action in Key No. 8
8	Quality Assurance	Files	Evidence Review Files	Documentation provided by school, lesson observation sheets, questionnaires & questionnaires' results etc. for Kinder 1 to Year 11	Two (2) years	None	One (1) random sample of a report (including its respective workings file) is to be sent to the National Archives when 10 years have lapsed from its creation.
9	Quality Assurance	Reports	Review Reports	Child Care external review reports (State, Church & Independent)	One (1) Copy to be retained indefinitely	None	See action in Key No. 10
10	Quality Assurance	Files	Review Evidence - Workings File	Records to build up the Review Reports - Childcare external review evidence files (documentation provided by the institution, observation sheets, etc.)	Two (2) years	None	One (1) random sample of a report (including its respective workings file) is to be sent to the National Archives when 10 years have lapsed from its creation.
11	Quality Assurance	Reports	Compliance Reports	Unpublished Compliance Reports of Church and Independent Schools	One (1) Copy to be retained indefinitely	None	See action in Key No. 12
12	Quality Assurance	Reports	Compliance Reports - Workings file	Records to build up the Compliance - Unpublished Compliance Reports – Evidence Folders Reports	Two (2) years	None	One (1) random sample of a report (including its respective workings file) is to be sent to the National Archives when 10 years have lapsed from its creation.
13	Quality Assurance	Instructions	Instructions	Instructions to Accounts – Copies kept internally	One (1) year	None	Not Required for permanent preservation by the National Archives