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02/03/2019

Exemptions Board
Ministry for Education and Employment

Subject: Implementation of a Retention Policy for the records that are created and managed by the Board for the Exemptions from Fees at State Educational Institutions within the Ministry for Education & Employment (MEDE)

After discussions between the National Archives (NAM) and the Records Officer / Assistant Manager (Records) of the Ministry for Education and Employment, and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2019-03) for the records that are created and managed by the Board for the Exemptions from Fees at State Educational Institutions 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.

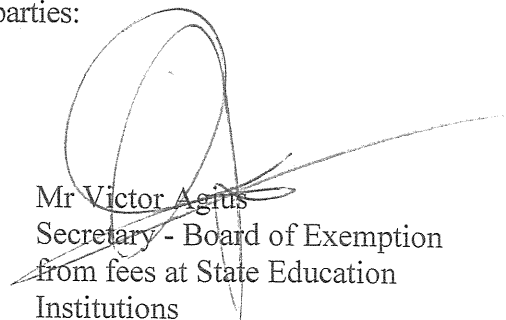
This policy will be reviewed at least every five (5) years from the date of issue to ensure that all the processes and documentation categories are still valid and relevant in view of any changes of procedures or law. It also supersedes any retention policy that might have been implemented in the past 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:

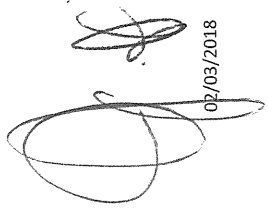


Dr Charles Farrugia
National Archivist and CEO



Mr Victor Agius
Secretary - Board of Exemption
from fees at State Education
Institutions

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Action (When Retention Period Expires)
1	Exemptions Board	Applications	Applications & Personal Records	Exemptions from Fees at State Educational Institutions	One (1) year		To retain a random sample of one (1) % of the applications from every year and transfer them to the National Archives for permanent preservation when thirty (30) years have lapsed from the expiry of the retention period.
2	Exemptions Board	Minutes & Schedules	Board Meetings' Minutes & Schedules of Applications	Board Meetings' Minutes attached with Applicants' personal details with Board's decisions on granting exemptions from fees.	Thirty (30) years		Transfer to the National Archives for permanent preservation.
3	Exemptions Board	Correspondence	Correspondence file	Correspondence	Thirty (30) years		Transfer to the National Archives for permanent preservation.



02/03/2018