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16/04/2019

Ġużè Ellul Mercer GEM16+ Education Programme
Ministry for Education and Employment

Subject: Implementation of a Retention Policy for the records that are created and managed by the Ġużè Ellul Mercer - GEM16+ Education Programme (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 (REP2019-04) for the records that are created and managed by the Ġużè Ellul Mercer - GEM16+ Education Programme 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, consisting of a series of loops and a long horizontal stroke at the end.

Dr Charles Farrugia
National Archivist and CEO

A handwritten signature in black ink, featuring a large, stylized initial 'A' and several loops.

Mr Innocent Aquilina
Head of School

File: RMU 2019-04
Retention Policy no. REP2019-04

Key	Unit/Dept	Category	Record Type	Description	Retention Period	Remarks	Action (When Retention Period Expires)
1	Finance	Purchasing	Invoices & Receipts	Invoices and Receipts of good purchased by the school	10 Years	Hard Copy	No Required for permanent preservation by the National Archives.
2	Administration	General Circulars	Internal Circulars	School matters updating when needed (Created by the School)	3 Years	Hard Copy	One (1) copy of each circular is to be retained and transferred to the National Archives when thirty (30) years have lapsed from its date of creation.
3	Administration	General Plan	SDP Documents	School Development Plan. Planning the training session.	Thiry (30) years	Hard Copy	Transfer to the National Archives for permanent preservation.
4	Administration	General File	Teacher Handbook	School Rules & Regulations	Thiry (30) years	Hard Copy	Transfer to the National Archives for permanent preservation.
5	Administration	General File	Student Handbook	School Rules & Regulations	Thiry (30) years	Hard Copy	Transfer to the National Archives for permanent preservation.
6	Administration	General Form	Intervention Requests	Requests done by the Administration on the physical aspects of the premises	3 Years	Hard Copy	Not required for permanent preservation by the National Archives.
7	Administration	Staff Records	Personal Details	Staff Information	3 Years	Hard Copy	Apply HR Retention Policy.
8	Administration	General Form	Attendance Sheets	Staff Attendance	3 Years	Hard Copy	Not required for permanent preservation by the National Archives.




Key	Unit/Dept	Category	Record Type	Description	Retention Period	Remarks	Action (When Retention Period Expires)
9	Administration	General Form	Special Leave Forms Maternity/Parental/Res ponsibility	Special Staff Forms	3 Years	Hard Copy	Not required for permanent preservation by the National Archives.
10	Administration	General Form	Sick Leave	Staff Medical Certificates	3 Years	Hard Copy	Not required for permanent preservation by the National Archives.
11	Administration	General Form	Time Off	Teacher Forms	3 Years	Hard Copy	Not required for permanent preservation by the National Archives.
12	Administration	General Form	Vacation Leave	Staff Forms	3 Years	Hard Copy	Not required for permanent preservation by the National Archives.
13	Administration	General Form	Mid-day Break Supervision	Supervision Form	3 Years	Digital Copy	Not required for permanent preservation by the National Archives.
14	Administration	General File	Admission Register	Recording of students	Indefinite	Hard Copy	When records are no longer active are to be transferred to the National Archives for permanent preservation.
15	Administration	Application	Entry Applications	Enrolling of new students	3 years	Hard Copy	A random sample of ten (10) applications is to be transferred to the National Archives for permanent preservation.
16	Administration	General File	Attendance	Student Attendance	3 years	Hard Copy	Not required for permanent preservation by the National Archives.



Key	Unit/Dept	Category	Record Type	Description	Retention Period	Remarks	Action (When Retention Period Expires)
17	Administration	General Form	Medical Certificates	Record of Sick Leave	3 years	Hard Copy	Not required for permanent preservation by the National Archives.
18	Administration	General File	Mocks Exam Papers	Exams prepared by the school	10 Years	Digital/Hard Copy	One (1) hard copy of each exam paper is to be retained and transferred to the National Archives when thirty (30) years have lapsed from its date of creation.
19	Administration	General File	Mock Results	Results	10 Years	Digital/ Hard Copy	Not required for permanent preservation by the National Archives.
20	Administration	General File	Students Profile	School Leaving Certificate	Indefinite	Hard Copy	When records are no longer active are to be transferred to the National Archives for permanent preservation.


