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Implementation of a Retention Policy for the records that are created and managed by the Head College Network Office within the Educational Services Department of the Ministry for Education (MFED).

Following discussions between the National Archives (NAM) and the Records Officer / 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 (REP2020-16) for the records that are created and managed by the Head College Network Office within the Educational Services Department, MFED.

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 11th December 2020:

A blue ink signature of Dr Charles Farrugia, consisting of a stylized, looped initial followed by a long horizontal line.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Ms Maria Mc Namara, written in a cursive style.

Ms Maria Mc Namara
Director General
Educational Services
Ministry for Education

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
1	Head College Network Office	Activities	Records in connection to Activities	Records re organised Activities/Events such as sports day involving all schools in colleges.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
2	Head College Network Office	Audit	Audit Reports	Audit Reports drawn by private audit companies/Quality Assurance Department (MEDE).	Ten (10) years	None	Not Required for permanent preservation by the National Archives.
3	Head College Network Office	Celebration Days	Invitations	Invitations for celebration days & official invites.	Thirty (30) years	Invitations to the Head College Network.	Records are to be transferred to the National Archives for permanent preservation.
4	Head College Network Office	Human Resources	Disciplinary Reports	Disciplinary Reports re Teachers & all Staff including general hands re disciplinary procedures, warnings, log of complaints.	Thirty (30) years	None	A random sample of 1% is to be retained and transferred to the National Archives following thirty (30) years from the creation date.
5	Head College Network Office	Examinations	Benchmarks	Benchmarks re exams.	Until students reach twenty-five (25) years of age	Online software	Not Required for permanent preservation by the National Archives.



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6	Head College Network Office	Finance	Accounts	Funds for Imprest & Breakfast Club Funds.	Ten (10) years	None	Not Required for permanent preservation by the National Archives.
7	Head College Network Office	Foundation for Educational Services (FES)	Applications	Applications for Skola Sajf, Klabb 3-16.	One (1) year	Applications for students	Not Required for permanent preservation by the National Archives.
8	Head College Network Office	Human Resources	Plans/Guidelines	Action Plans/guidelines.	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).	Plans/Guidelines re Personnel (e.g. Vacation/marriage leave, Teleworking etc.	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).
9	Head College Network Office	Procurement	Tenders	Tenders issues by Procurement MEDE.	Ten (10) years	Original copies retained at MEDE	A random sample of 5 (five) % is to be retained and transferred to the National Archives following thirty (30) years from the creation date.

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
10	Head College Network Office	Psycho-Social	Psycho-Social Forecasts & Schedules	A schedule showing a weekly schedule of meetings & appointments carried out by the Psycho-Social Team.	Two (2) years	Forecasts re psychosocial team & schedules of confirmed weekly appointments sent to Head of College	Not Required for permanent preservation by the National Archives.
11	Head College Network Office	Schemes	Scheme 9 Documentation	Benefit scheme providing a grants for lunch, stationery, photocopies, extra-curricular activities, uniform vouchers and other specified needs listed by the Head of School for students at risk of poverty.	One (1) year (Scheme 9 runs on a calendar year basis that is from January to December)	Contracts are valid for one year.	Not Required for permanent preservation by the National Archives.
12	Head College Network Office	School Council	School Council Funds' Reports	Yearly reports of all schools.	Ten (10) years	These reports are published on the E1 Finance System and maintained on this programme. The E1 Finance is the Accounting Management Programme that gathers all the accounting records of schools. This is maintained by SIS Unit.	Not Required for permanent preservation by the National Archives.



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13	Head College Network Office	School Elections	Elections data.	Nominations of Schools' elections & general information.	Two (2) years (Until next Elections)	All school elections which may include School Council and Student Council.	Not Required for permanent preservation by the National Archives.
14	Head College Network Office	Statistics	Annual Statistics	Yearly statistics.	Five (5) years	None.	Not Required for permanent preservation by the National Archives.
15	Head College Network Office	Statistics	Monthly attendance statistics	Monthly absenteeism.	One (1) year	These are retained by each respective office in case of an audit	Not Required for permanent preservation by the National Archives.
16	Head College Network Office	Statistics	Yearly attendance statistics	Yearly absenteeism.	Ten (10) years	These are retained by each respective office in case of an audit	Not Required for permanent preservation by the National Archives.
17	Head College Network Office	Students Records	Students' Case Files	Records filed in students' case files: Data Protection Form, Student Registration Form, Student & Parents' Details, Medical Information Form & Subjects Choice Form.	Fifty (50) years	School & Psycho Related	A random sample of one (1)% of the applications is to be retained and transferred to the National Archives following the lapse of thirty (30) years from the creation date.
18	Head College Network Office	Students' Records	Assessment Forms	Scores obtained by students & personal details.	Until students reach twenty- five (25) years of age	School & Psycho Related	Not Required for permanent preservation by the National Archives.

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19	Head College Network Office	Students' Records	Log Notes.	Log notes re sessions (dates, description of occurrences, etc.).	Fifty (50) years	School & Psycho Related	Records are to be transferred to the National Archives for permanent preservation.
20	Head College Network Office	Students' Records	Database/File Register re students' cases	Basic details of cases referred & followed including closed/put away.	Until Students reach twenty- five (25) years of age	School & Psycho Related.	Not Required for permanent preservation by the National Archives.

