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13/11/2019

Director General  
Strategy and Support Department  
Ministry for Education and Employment (MEDE)

Subject: Implementation of a Retention Policy for the records created and managed by the Inventory Section, Strategy and Support Department within MEDE.

After lengthy discussions between the National Archives (NAM) and the Records Officer/ Assistant Manager (Records) of the Ministry for Education and Employment (MEDE), and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2019-18) for the records managed by Inventory Section, Strategy and Support Department 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 blue ink signature of Dr Charles Farrugia, consisting of a stylized, elongated loop followed by a horizontal line.

Dr Charles Farrugia  
National Archivist and CEO

A blue ink signature of Ms Maria Galea, consisting of a stylized, cursive script.

Ms Maria Galea  
Director General  
Strategy and Support Department

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Action - (When Retention Period Expires)
1	Inventory Section	FORM	Write Offs	Form for Obsolete, Unserviceable or Beyond Repair items.	One (1) YEAR	Archfiles/General Files	Not required for permanent preservation by the National Archives
2	Inventory Section	FORM	Transfers	Form for items transferred from one school/section to another.	Two (2) YEARS	Archfiles/General Files (Transfer of Furniture, scaffolding etc.)	Not required for permanent preservation by the National Archives
3	Inventory Section	FORM	Taken on Charge	Form for items taken on charge from one school/section to another or when an item is newly purchased and the responsible person takes charge of that item.	Two (2) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
4	Inventory Section	LIST	School Check Lists	List of routine checks in schools. (to certify that procedures re inventory regulations have been established)	Four (4) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
5	Inventory Section	LIST	STOCK TAKE	List of stock taking in schools.	Two (2) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
6	Inventory Section	REPORTS	THEFT	Reports of Thefts filed by schools.	Three (3) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
7	Inventory Section	REPORT	TREASURY	Reports sent to Treasury.	Five (5) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
8	Inventory Section	General Files	World Wide Inventory (UNESCO)	Inventory Control Regulations (Working Files)	Ten (10) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
10	Inventory Section	General Files	Assessment Management	Inventory Control Regulations (Working Files)	Ten (10) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives



11	Inventory Section	General Files	Government Assessment Management	Inventory Control Regulations (Working Files)	Ten (10) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
12	Inventory Section	General Files	Procurement through EU Funded Programmes	Inventory Control Regulations (Working Files)	Ten (10) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
13	Inventory Section	General Files	Government Accrual Accounting	Inventory Control Regulations (Working Files)	Ten (10) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
14	Inventory Section	General Files	Portfolio	Inventory Control Regulations (Working Files)	Ten (10) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives
16	Inventory Section	General Files	Publication re Inventory of the Maltese Architectural Heritage	Inventory Control Regulations (Working Files)	Ten (10) YEARS	Archfiles/General Files	Not required for permanent preservation by the National Archives