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Implementation of a Retention Policy for the records that are created and managed by the People Management Department within Jobsplus.

Following 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 (REP2020-13) for the records that are created and managed by the People Management Department within Jobsplus.

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 05 October 2020:

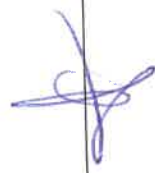
A blue ink signature of Dr Charles Farrugia, consisting of several overlapping loops and a long horizontal stroke.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Dr Ing. Chris Micallef, written in a cursive style with a long horizontal stroke at the end.

Dr Ing. Chris Micallef
Department Manager People Management
Corporate Planning
Jobsplus

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Action - to be determined by the National Archivist (When Retention Period Expires)
1	People Management Department	Recruitment files	Call for applications (recruitment)	<ul style="list-style-type: none"> •Documentation and approvals by MEDE for a vacant post •Internal and/or External call •Various print-outs of emails concerning the vacancy •CV of applicants •Correspondence between the applicants and Jobsplus •Approval of board members •Selection report •Various print-outs of emails concerning the outcome of the interview/s 	10 years after the approval of the selection report by the head of Jobsplus (Chairman / CEO)	Nil	Apply Data Protection Public Administration Human Resources Corporate Procedures issued by People & Standards Division (Office of the Prime Minister).
2	People Management Department	Personal files	Personal files pertaining to former Jobsplus employees	<ul style="list-style-type: none"> •CV •Police conduct •Personal information sheet •Appointment letter and/or Work contract •Various print-outs of emails concerning the employee •Various agreements such as telework, sponsorships, etc... •Probation reports •Appraisal reports •Disciplinary reports (if any) •Training certificates 	10 years after the termination of employment	Nil	Apply Data Protection Public Administration Human Resources Corporate Procedures issued by People & Standards Division (Office of the Prime Minister).



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