



Head Office, Hospital Street, Rabat RBT 1043, MALTA
Tel (+356) 2145-9863 • Fax (+356) 2145-0078 • www.nationalarchives.gov.mt • customercare.archives@gov.mt

Implementation of a Retention Policy for the records that are created and managed by the National Book Council.

Following discussions between the National Archives and the National Book Council, and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2023-12) for the records that are created and managed by the National Book Council.

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 below parties on the 13 November 2023.

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

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Mr Mark Camilleri, consisting of a stylized, looped initial 'M' followed by a horizontal line.

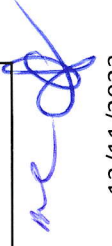
Mr Mark Camilleri
Executive Chairperson
National Book Council

File: RMU 2023-07
Retention Policy no. REP2023-12

Key	Department	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
1	National Book Council	Human Resources	Employees Personal Files	Includes: Copy of Advert applied for, CV, Jobsplus engagement and termination forms, induction records, PMDP ratings and bonuses, promotion communications (incl. Career Progression), movement and salary increments, recommendations and awards. Other conditions of work (ex. Teleworking and/or reduced hours or other deductions/demotions).	Ten (10) years from termination of employment.	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
2	National Book Council	Human Resources	Job applications	Application emails and CVs pertaining to internal/external calls, positions including interview score sheets/reports.	For unsuccessful candidates 6 - 12 months after notifying candidates of the outcome of the recruitment process, unless, in the interim, a complaint related to a particular call for application has been filed.	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
3	National Book Council	Human Resources	Job applications - EU Funds	Application Forms for the filling of positions co-financed from EU Funds	To be retained for the period stipulated in the regulations governing the relative EU programme.	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
4	National Book Council	Human Resources	Applications for training	Applications for training opportunities (Personal Development & Training Plan)	Ten (10) years	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
5	National Book Council	Human Resources	Training material	Training Courses provided (including certifications attained)	Ten (10) years from termination	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.



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6	National Book Council	Human Resources	PMDP	PMDP reports (including student assessments)	Three (3) years from date of report	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
7	National Book Council	Human Resources	Applications for Private Work	Applications for Private Work	Ten (10) years from termination	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
8	National Book Council	Human Resources	Employee Reports	Police Conduct/Security Services Records (latter to replace former once attained)	Three (3) years from issue	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
9	National Book Council	Human Resources	Employee Reports	Failed Career Progression results	Three (3) years	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
10	National Book Council	Human Resources	Employee Reports	Post Training Candidate Feedback	One (1) year	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
11	National Book Council	Human Resources	Employee Reports	Post Training Manager Feedback	Two (2) year	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
12	National Book Council	Human Resources	Employee Reports	Exit Interview	One (1) year	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.



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13	National Book Council	Human Resources	Disciplinary records	Written admonishments	One (1) year	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
14	National Book Council	Human Resources	Disciplinary records	Disciplinary Charges (involving disciplinary action) – separate from personal file	Ten (10) years from termination if found guilty or inconclusive Two (2) months if not found guilty	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
15	National Book Council	Human Resources	Health & Medical Records	Sick Leave Certificates (or hospital notes*)	One (1) year (*stamp/section on hospital note is to be redacted)	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
16	National Book Council	Human Resources	Health & Medical Records	Sick Leave Records (number of days taken in a year)	Three (3) years	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
17	National Book Council	Human Resources	Collective Agreement	Collective workforce agreements and past agreements that could affect present employees.	Any copy of a relevant collective agreement retained on an employee's record will remain while employment continues and for 10 years after termination of employment	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
18	National Book Council	Human Resources	Attendance and Absence Records	Attendance Sheets	Two (2) years	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.
19	National Book Council	Human Resources	Attendance and Absence Records	Vacation Leave application forms	Two (2) years	None	Apply the Retention Policy for human resources records issued by the Office of the Prime Minister.



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20	National Book Council	Finance	Accounts files	Public Procurement Documentation	Ten (10) years	Records are filed annually per account (line vote). Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
21	National Book Council	Finance	Call for Quotes	Call for Quotes up to € 10,000 - Departmental	Ten (10) years	Records are filed annually per account (line vote). Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
22	National Book Council	Finance	Tenders	Tenders above € 10,000	Ten (10) years, after which they are to be destroyed	Records are filed annually per account (line vote). Records can be in either paper or digital format.	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
23	National Book Council	Finance	Direct Orders	Direct Orders below € 10,000	Ten (10) years, after which they are to be destroyed	Records are filed annually per account (line vote). Records can be in either paper or digital format.	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.




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24	National Book Council	Finance	Direct Orders	Direct Orders above € 10,000	Ten (10) years, after which they are to be destroyed	Records are filed annually per account (line vote). Records can be in either paper or digital format.	Records are to be transferred to the National Archives for permanent preservation.
25	National Book Council	Finance	Accounts files	Invoices	Ten (10) years	Records are filed annually per account (line vote). Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
26	National Book Council	Finance	Accounts files	Accounting Records	Ten (10) years	Records are filed annually per account (line vote). Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
27	National Book Council	Finance	Accounts files	Yearly Financial Statements	Ten (10) years, after which they are to be destroyed	Records are filed annually per account (line vote). Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
28	National Book Council	Finance	General Correspondence	General Correspondence	Within five (5) years from the date of last action taken or correspondence exchanged (whichever is latest) on the subject being addressed.	None	Not required for permanent preservation by the National Archives.



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29	National Book Council	Board Meetings	Minutes and Agendas of Council Meetings	Minutes and Agendas of Board Meetings	Twenty (20) years	None	Records are to be transferred to the National Archives for permanent preservation.
30	National Book Council	General Files and Correspondence	NBC Workings	Working files relating to the operations of the Board.	Twenty (20) years	None	Records are to be transferred to the National Archives for permanent preservation.
31	National Book Council	Minutes & Agendas	Minutes and Agendas of Council Meetings	Public Consultations and Writers' Congress	Twenty (20) years	None	Records are to be transferred to the National Archives for permanent preservation.
32	National Book Council	Policy	Legislative work	Documents relating to NBC policies and strategy	Twenty (20) years	None	Records are to be transferred to the National Archives for permanent preservation.
33	National Book Council	Legal	Court records	Court records	Indefinite period	None	Not required for permanent preservation by the National Archives.
34	National Book Council	Donations	Book Donations	Book Donations by the NBC	Twenty (20) years	None	Not required for permanent preservation by the National Archives.
35	National Book Council	Reports	NBC Workings	Annual Reports, Special Reports, policy manuals, documents relating to National Book Council strategic operations.	Reports that are drawn up in specific circumstances or upon specific requests will be kept for an indefinite period.	None	Not required for permanent preservation by the National Archives.


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36	National Book Council	Funds	Malta Book Fund General file	Malta Book Fund Regulations and appendices; De minimis and State Aid Monitoring Board forms and reports; Press releases (including Calls for applications); Application forms submitted containing applicants' personal information; Adjudication results, reports and feedback provided to applicants; Contracts (Adjudication panel and beneficiaries), and other marketing material.	Records regarding individual de minimis aid shall be maintained for Ten (10) fiscal years from the date on which the aid was granted . Records regarding a de minimis aid scheme shall be maintained for 10 years from the date on which the last individual aid was granted under such a scheme.	Records are filed annually per call for applications. Record formats are similar with some changes along the years due to change in regulations. Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
37	National Book Council	Funds	Other Grant Schemes General files	Grant scheme regulations and appendices; SAMB forms and reports (relating to General Block Exemption Regulation (GBER) and de minimis Regulation); Press releases (including Calls for applications); Application forms submitted containing applicants' personal information; Adjudication results, reports and feedback provided to applicants; Contracts (Adjudication panel and beneficiaries), and other marketing material.	Detailed records of aid schemes operating under GBER are required to be kept for Ten (10) years from the date of granting each aid . Records regarding individual de minimis aid shall be maintained for Ten (10) fiscal years from the date on which the aid was granted . Records regarding a de minimis aid scheme shall be maintained for 10 years from the date on which the last individual aid was granted under such a scheme. 5 years from project completion for Grant Schemes not subject to State Aid regulations.	Records can be in either paper or digital format. Files include records for discontinued funding schemes.	Not required for permanent preservation by the National Archives.

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39	National Book Council	National Book Prize	National Book Prize General file	National Book Prize Regulations and appendices; Press releases (including Calls for applications); Application forms submitted containing applicants' personal information; Adjudication results, reports, minutes of adjudicators' meetings and feedback provided to applicants; Adjudicators' contracts; Poet Laureate Contract and appendices; Other marketing material.	Eight (8) years from award of the National Book Prize.	New file created annually per new edition. Records can be in either paper or digital format.	Records are to be transferred to the National Archives for permanent preservation.
40	National Book Council	National Poetry Contest	Doreen Micallef National Poetry Contest General File	National Poetry Contest Regulations and appendices; Press releases (including Calls for applications); Application forms submitted containing applicants' personal information; Poems submitted for consideration; Adjudication results, reports and feedback provided to applicant; Adjudicators' contracts Other marketing material	Five (5) years from award of the prize.	New file created annually per new edition. Records can be in either paper or digital format.	Records are to be transferred to the National Archives for permanent preservation.

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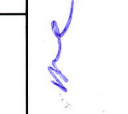


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41	National Book Council	Novels for Youth Literary Contest	Novels for Youth Literary Contest	Novels for Youth Literary Contest Regulations and appendices; Aġenzja Żgħażaġh Correspondence; Press releases (including Calls for applications); Application forms submitted containing applicants' personal information; Text/manuscripts submitted for consideration; Adjudication results, reports and feedback provided to applicant; Adjudicators' contracts; Other marketing material	Eight (8) years from award of the prize.	New file created annually per new edition. Records can be in either paper or digital format.	Records are to be transferred to the National Archives for permanent preservation.
42	National Book Council	Festivals	Malta Book Festival General File	Press releases (including Calls for applications); Application forms submitted containing applicants' personal information; Logistics: floor plan, volunteers schedules, traffic management plans, etc.; General correspondence; Circulars; School visits schedules; Contracts; Programme of events; Photos; Other marketing material.	Eight (8) years.	New file created annually per new edition. Records can be in either paper or digital format.	Records are to be transferred to the National Archives for permanent preservation.

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43	National Book Council	Festivals	Campus Book Festival General File	Press releases (including Calls for applications); Application forms submitted containing applicants' personal information; Logistics records; General correspondence; Contracts; Other marketing material; Photos; Programme of events.	Five (5) years.	New file created annually per new edition. Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
44	National Book Council	Festivals	Other local fairs and festivals	Press releases (including Calls for applications) Application forms submitted containing applicants' personal information. Logistics records; General correspondence; Contracts; Other marketing material; Photos; Programme of events.	Five (5) years.	Records can be in either paper or digital format. Files include records for discontinued local fairs and festivals.	Not required for permanent preservation by the National Archives.
45	National Book Council	Literary Exports	London Book Fair	Promotional material (PRs, visual, audio-visual) Contracts (stand build contractor) Logistics and planning Contracts Photos	Five (5) years from the end of the project.	New file created annually per new edition. Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
46	National Book Council	Literary Exports	Other Book Fairs	Promotional material (PRs, visual, audio-visual) Contracts (stand build contractor) Logistics and planning Contracts	Five (5) years from the end of the project.	None	Not required for permanent preservation by the National Archives.



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47	National Book Council	Literary Exports	Ad-hoc translation sponsorships	Contracts for the sponsoring of translations of works of Maltese literature; Artwork; Draft translations.	Ten (10) years from the end of the translation project.	None	Not required for permanent preservation by the National Archives.
48	National Book Council	Literary Exports	Dun Karm translation project - 2022 Electoral Manifesto Programme	Sponsorship contracts; Artwork; Draft translations.	Ten (10) years from the end of the project.	None	Records are to be transferred to the National Archives for permanent preservation.
49	National Book Council	Literary Exports	Anthologies of Maltese Literature	Sponsorship contracts; Artwork; Draft translations.	Five (5) years from the end of the project.	None	Not required for permanent preservation by the National Archives.
50	National Book Council	Marketing campaigns	Audio-visual productions	Programming schedules; Contracts; Artwork; Audio and video.	Five (5) years from the end of the production.	Records can be in either paper or digital format.	Not required for permanent preservation by the National Archives.
51	National Book Council	Public Lending Rights Scheme	Public Lending Rights Scheme	Scheme Regulations; End of year report; Applications to PLR scheme containing applicants' personal information.	Ten (10) years	Records can be in either paper or digital format. Records are filed annually.	Not required for permanent preservation by the National Archives.
52	National Book Council	ISMN and ISBN agency	ISBN	Regulations; Applications for ISBN containing applicants' personal information; End of year report.	Five (5) years	Records can be in either paper or digital format.	A random of ten (10) applications from each year is to be retained and transferred to the National Archives for permanent preservation.

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Key	Department	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
53	National Book Council	ISMN and ISBN agency	ISMN	Regulations; Applications for ISMN containing applicants' personal information; End of year report.	Five (5) years	Records can be in either paper or digital format.	A random of ten (10) applications from each year is to be retained and transferred to the National Archives for permanent preservation.
54	National Book Council	New NBC premises General Files	Rehabilitation works - new NBC premises	Designs and site plans; Planning applications; Health and Safety reports; Progress sheets; Special Reports (third part properties, archaeological monitor, etc.) Contracts; Photos; Records relating to Public Procurement procedures.	Ten (10) years from project completion	Records can be in either paper or digital format.	Records are to be transferred to the National Archives for permanent preservation.

