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**Implementation of a Retention Policy for the records
that are created and managed by the Primary, Middle and Secondary Schools
within the Ministry for Education, Sport, Youth, Research, and Innovation
(MEYR)**

Following discussions between the National Archives (NAM) and the Assistant Manager (Records) of the Ministry for Education (MEYR) and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2022-08) for the records that are created and managed by the Primary, Middle and Secondary Schools within the Ministry for Education, Sport, Youth, Research, and Innovation (MEYR).

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 25 May 2022:

A blue ink signature of Dr Charles Farrugia, consisting of a stylized, multi-looped flourish.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Mr Emile Vassallo, consisting of a stylized, cursive script.

Mr Emile Vassallo
Director General, Educational Services

File: RMU 2018-18
Retention Policy no. REP2022-08

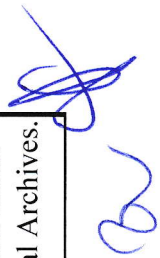
Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
1	Primary/Middle/Secondary Schools	Policy	Policy	Anti Bullying Policy.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
2	Primary/Middle/Secondary Schools	Books	Text Books requisitions	Requisitions from Ministry for Education re Text Books.	Two (2) years	None	Not required for permanent preservation by the National Archives.
3	Primary/Middle/Secondary Schools	Business Plans	IMPREST Capital Funds Business Plans	Yearly business plans (originals are signed & stamped).	Thirty (30) years	IMPREST Capital Funds given to schools.	Records are to be transferred to the National Archives for permanent preservation.
4	Primary/Middle/Secondary Schools	Certificates	School Certificates	Certificates awarded to school participation in various events.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
5	Primary/Middle/Secondary Schools	Certificates	Medical Certificates	Staff Medical Certificates (Sick Leave).	One (1) year	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
6	Primary/Middle/Secondary Schools	Certificates	Medical Certificates	Students' Medical Certificates.	One (1) year	Students' Certificates filed in Cumulative Record Cards (CRCs).	Not required for permanent preservation by the National Archives.
7	Primary/Middle/Secondary Schools	Circulars	School circulars/memos	Original circulars issued by schools.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.

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8	Primary/Middle/Secondary Schools	Circulars	Copies of Circulars	Copies of Circulars sent by other departments/entities (paper & electronic format).	Two (2) years	None	Not required for permanent preservation by the National Archives.
9	Primary/Middle/Secondary Schools	Correspondence	Paper & Electronic Format	Correspondence with parents, suppliers, Ministry for Education & other entities.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
10	Primary/Middle/Secondary Schools	Curriculum	Curriculum	Assessments/Individual Education Plans (IEPs) for students (carried out at school).	Duration of student's school life	Digital Format.	Not required for permanent preservation by the National Archives.
11	Primary/Middle/Secondary Schools	Elections	School Council Elections	Records pertaining School Council Elections (Forms filled by Head of School which include nominations & final results sent to Head Office, Ballot papers).	Two (2) years following council elections.	Most records are kept online.	Not required for permanent preservation by the National Archives.
12	Primary/Middle/Secondary Schools	Examinations	Past Papers	Half Yearly Exams.	Ten (10) years	None	One (1) copy per exam to be transferred to the National Archives for permanent preservation.
13	Primary/Middle/Secondary Schools	Examinations	Past Papers	Annual Exams.	Ten (10) years	None	One (1) copy per exam to be transferred to the National Archives for permanent preservation.

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14	Primary/Middle/ Secondary Schools	Examinations	Exam Scripts	Students' Exam Scripts.	Three (3) years	To retain three (3) samples for every paper i.e. the highest, average & lowest mark for more accurate research.	Transfer retained sample to the National Archives for permanent preservation once thirty (30) years have lapsed from result publication.
15	Primary/Middle/ Secondary Schools	Examinations	Exam Hand Outs	Actual Exam papers.	Three (3) years	None	Not required for permanent preservation by the National Archives.
16	Primary/Middle/ Secondary Schools	Examinations	Exam Results	Exam Results.	Five (5) years	None	Not required for permanent preservation by the National Archives.
17	Primary/Middle/ Secondary Schools	Examinations	Exam Reports/Marks	Exam Reports/Marks.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
18	Primary/Middle/ Secondary Schools	Examinations	Exam timetables	Exam timetables.	One (1) year	None	Not required for permanent preservation by the National Archives.
19	Primary/Middle/ Secondary Schools	Finance	Reconciliation of Accounts	Reconciliation of Accounts.	Ten (10) years	None	Not required for permanent preservation by the National Archives.



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20	Primary/Middle/ Secondary Schools	Finance	Accounts	Accounts.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
21	Primary/Middle/ Secondary Schools	Finance	Bank Statements	Bank Statements.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
22	Primary/Middle/ Secondary Schools	Finance	Counter Cheques	Counter Cheques.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
23	Primary/Middle/ Secondary Schools	Finance	Invoices	Invoices.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
24	Primary/Middle/ Secondary Schools	Finance	Receipts	Receipts.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
25	Primary/Middle/ Secondary Schools	Finance	Reports	Interim & Annual Reports.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
26	Primary/Middle/ Secondary Schools	Finance	Contracts	Cleaning Contracts.	Ten (10) years	None	Not required for permanent preservation by the National Archives.

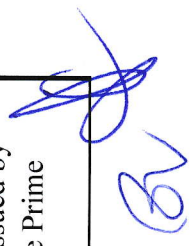


Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
27	Primary/Middle/Secondary Schools	Finance	Forms	Remuneration Forms.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
28	Primary/Middle/Secondary Schools	H.E.L.P. Policy (Healthy Eating & Physical Activity)	Healthy Eating & Physical Activity	Records & Website re H.E.L.P.	Thirty (30) years	Ministry for Health's Policy.	Records are to be transferred to the National Archives for permanent preservation.
29	Primary/Middle/Secondary Schools	Health & Safety	Food temperature	Records re daily food temperature/cold storage.	Two (2) years	None	Not required for permanent preservation by the National Archives.
30	Primary/Middle/Secondary Schools	Health & Safety	PH & Chlorine levels	Records re PH & Chlorine levels of Hydrotherapy pool.	Two (2) years	None	Not required for permanent preservation by the National Archives.
31	Primary/Middle/Secondary Schools	Health & Safety	Risk Assessment	Records re Risk Assessment in Schools.	Two (2) years	None	Not required for permanent preservation by the National Archives.
32	Primary/Middle/Secondary Schools	Human Resources	Personal Records	Staff Personal Records.	Duration of working years of Staff in related School	Original copies filed in Personal File at Ministry for Education.	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.

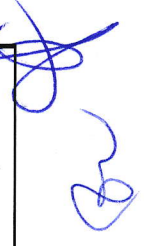
Key Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
33 Primary/Middle/ Secondary Schools	Human Resources	Forms	Staff Vacation Leave.	Two (2) years	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
34 Primary/Middle/ Secondary Schools	Human Resources	Forms	Staff Special Leave.	Two (2) years	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
35 Primary/Middle/ Secondary Schools	Human Resources	Attendance Sheets	Attendance of Supervisors re Breakfast Club/After School Sports/Mid Day Break Supervision/Transport Supervision/Duty Elsewhere.	Two (2) years	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
36 Primary/Middle/ Secondary Schools	Human Resources	Attendance Sheets	Staff Attendance Sheets.	Two (2) years	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
37 Primary/Middle/ Secondary Schools	Human Resources	Forms	Supervision duties during exams/mid-day break.	Two (2) years	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.



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38	Primary/Middle/Secondary Schools	Human Resources	Forms	Temporary Absenses.	Two (2) years	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
39	Primary/Middle/Secondary Schools	Human Resources	Teachers' Mentoring	Newly Qualified Teachers (NQT) & Newly Recruited Teachers (NRT) mentoring records.	Until teachers receive warrant	None	Not required for permanent preservation by the National Archives.
40	Primary/Middle/Secondary Schools	Human Resources	Reports	Teaching Staff observation reports.	Five (5) years	None	A random sample of five (5)% of the applications is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.
41	Primary/Middle/Secondary Schools	Human Resources	Staff Personal Development & Personal Development (PD) Sessions	Community of Professional Educators (CoPE) sessions for staff development.	Two (2) years	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.
42	Primary/Middle/Secondary Schools	Human Resources	Reports	Confidential Performance/Appraisal s/ Progressions/ Increments Reports.	Apply Retention Policy for HR documents issued by OPM	None	Apply Retention Policy for Human Resources documents issued by Office of the Prime Minister.

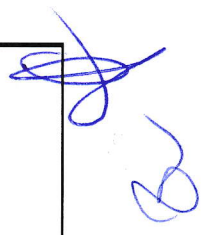


Key Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
43 Primary/Middle/ Secondary Schools	Inventory	School Inventory	Write off Forms/Assets Reports/Delivery Forms.	Retained until assets are written off	None	Not required for permanent preservation by the National Archives.
44 Primary/Middle/ Secondary Schools	Inventory	Assets on Loan	Assets on loan to other resource centres/parents.	Until items are returned	None	Not required for permanent preservation by the National Archives.
45 Primary/Middle/ Secondary Schools	Legal	Legal Documents	Legal documents re Students (Including but not limited to court degree with regards to care & custody of children.	Duration of student's school life	None	Not required for permanent preservation by the National Archives.
46 Primary/Middle/ Secondary Schools	Literacy	Literacy Class	Records include checklists, reading running record cards.	Duration of student's school life	None	Not required for permanent preservation by the National Archives.
47 Primary/Middle/ Secondary Schools	Logbooks	Daily planning and school visits.	Daily planning by Head of School and list of visitors at the school.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
48 Primary/Middle/ Secondary Schools	Logistics	Transport	Transport supervision/reports.	One (1) year	None	Not required for permanent preservation by the National Archives.

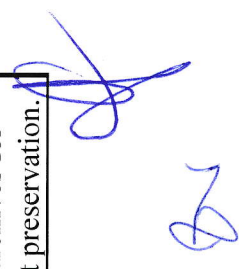


Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
49	Primary/Middle/Secondary Schools	OTPC Policy (One Tablet per Child policy)	Forms	Records re laptops used by Students.	Duration of student's school life	None	Not required for permanent preservation by the National Archives.
50	Primary/Middle/Secondary Schools	OTPC Policy (One Tablet per Child policy)	Forms	Records re laptops used by Staff.	Duration of student's school life	None	Not required for permanent preservation by the National Archives.
51	Primary/Middle/Secondary Schools	Photographs	Photographs	Photos taken re school activities.	Thirty (30) years	A copy to be permanently retained by schools.	Records are to be transferred to the National Archives for permanent preservation.
52	Primary/Middle/Secondary Schools	Plans	Site Plans	Copies of School Site Plans.	Thirty (30) years	Originals are held by For Tomorrow Schools (FTS).	Not required for permanent preservation by the National Archives.
53	Primary/Middle/Secondary Schools	Prize/Celebration Day	Prize/Celebration Day Records	Records generated for organizing Prize/Celebration Days.	Two (2) years	None	Not required for permanent preservation by the National Archives.
54	Primary/Middle/Secondary Schools	Procurement	Requisition Forms	Requisition Forms.	Two (2) years	None	Not required for permanent preservation by the National Archives.
55	Primary/Middle/Secondary Schools	Procurement	Tenders	Tenders.	Ten (10) years	Original copies filed at Ministry for Education.	Not required for permanent preservation by the National Archives.

Key Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
56 Primary/Middle/ Secondary Schools	Procurement	Quotations	Quotations.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
57 Primary/Middle/ Secondary Schools	Registers	Class Registers	Students' attendance, weekly forecasts, conditions of books to students, visits of Head of school in classrooms.	Thirty (30) years	Not the registration/admission or attendance registers. Used by teachers on a daily basis.	Not required for permanent preservation by the National Archives.
58 Primary/Middle/ Secondary Schools	Scheme 9	Consent Forms	Consent Forms re Scheme 9 (Benefit scheme providing grant for lunch, stationery, uniforms for students at risk of poverty, outings).	Until student remains in School	None	Not required for permanent preservation by the National Archives.
59 Primary/Middle/ Secondary Schools	Scheme 9	Contracts	Contracts re Scheme 9 (Benefit scheme providing grant for lunch, stationery, uniforms for students at risk of poverty, outings).	Until student remains in School	Contract with Legal Guardian.	Not required for permanent preservation by the National Archives.



Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
60	Primary/Middle/ Secondary Schools	Scheme 9	Applications	Applications re Scheme 9 (Benefit scheme providing grant for lunch, stationery, uniforms for students at risk of poverty, outings).	Until student remains in School	Applications renewed and revised yearly.	Not required for permanent preservation by the National Archives.
61	Primary/Middle/ Secondary Schools	Scheme 9	Database	Students' electronic database.	One (1) year	Database revised on a yearly basis.	Not required for permanent preservation by the National Archives.
62	Primary/Middle/ Secondary Schools	School Council	Minutes	School Council meetings' minutes.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
63	Primary/Middle/ Secondary Schools	School Council	Reports	School Council Administration reports.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.



Key Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
64 Primary/Middle/ Secondary Schools	School Education Welfare Office (SEWO)	Forms	Absentism forms sent by Heads to School Social Work Service with dates of unauthorised absences.	Duration of student's school life	A monthly printable report of forms to be approved by Head Of School and sent to guardians of students who are absent for three (3) consecutive days or more and have not provided a medical certificate or a justification for their absence. This is produced through the MySchools system.	Not required for permanent preservation by the National Archives.
65 Primary/Middle/ Secondary Schools	School Education Welfare Office (SEWO)	Forms	Returned signed Forms by guardians providing justification for students' absence.	Duration of student's school life	None	Not required for permanent preservation by the National Archives
66 Primary/Middle/ Secondary Schools	Skola Sajf	Skola Sajf Applications	Applications to enrol in Skola Sajf.	One (1) year	None	Not required for permanent preservation by the National Archives
67 Primary/Middle/ Secondary Schools	Statistics	Students' Quarterly Returns	Mostly held electronically and sent to Ministry for Education Head Office and on MySchools system.	Three (3) years	None	Not required for permanent preservation by the National Archives.

Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
68	Primary/Middle/Secondary Schools	Students Records	Registration/Admission Registers	Registration/Admissions & termination of Students.	For Primary School Registers: Thirty (30) years at the originating office. For the Middle/Secondary School Registers: Fifty (50) years (twenty (20) years at the originating office + thirty (30) years at the Ministry for Education back office).	Middle/Secondary School Registers to be forwarded to Ministry for Education back office, Gozo because of School Leaving Certificates that may need to be issued.	Records are to be transferred to the National Archives for permanent preservation.
69	Primary/Middle/Secondary Schools	Students Records	Attendance Registers	Statistical daily attendance of students.	Thirty (30) years	From 1952 onwards these statistics started to be gathered and published every year in Education Statistics reports by the Central Office of Statistics.	Records created prior to 1952 are to be transferred to the National Archives for permanent preservation. Records created post 1952 are not required for permanent preservation by the National Archives.
70	Primary/Middle/Secondary Schools	Students Records	CRCs (Cumulative Record Cards)	Uncollected CRCs.	Five (5) years	These cards only hold students' certificates.	Not required for permanent preservation by the National Archives.

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71	Primary/Middle/Secondary Schools	Students Records	Students Personal Files	Registration/Transfer/Forms, Psycho-Social Referral Forms, Anti bullying forms, Medical Reports/Records, Personal & contact details.	Duration of student's school life.	None	A random sample of one (1)% of the records is to be retained and transferred to the National Archives following the lapse of thirty (30) years from the creation date.
72	Primary/Middle/Secondary Schools	Students Records	Class Rolls	Small hardback handwritten notebooks with the names of the students and their respective teachers.	Thirty (30) years.	None	Not required for permanent preservation by the National Archives.

