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Implementation of a Retention Policy for the records that are created and managed by Directorate for Special Learning Difficulties Service (SpLD)

Following discussions between the National Archives (NAM) and the Assistant Manager (Records) of the Ministry for Education, Sport, Youth, Research and Innovation (MEYR) and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2023-02) for the records that are created and managed by the Special Learning Difficulties Service (SpLD) within 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 below parties on the 03 October 2023.

A blue ink signature of Dr Charles Farrugia, consisting of a large, stylized loop followed by a horizontal line.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Ms Sandra Ebejer, featuring a large, stylized loop followed by a horizontal line.

Ms Sandra Ebejer
Director Early Years
Languages & Humanities, MEYR

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action (when retention period expires)
1	Special Learning Difficulties Service (SpLD)	Human Resources	Progression reports, sick leave forms, time-off forms, attendance sheets (original).	Copies of progression reports.	Three (3) years	None	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).
2	Special Learning Difficulties Service (SpLD)	Human Resources	Sick Leave Forms.	Copies of absentee forms.	Two (2) years	None	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).
3	Special Learning Difficulties Service (SpLD)	Human Resources	Time-Off Forms.	Applications for time-off.	Two (2) years	None	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).
4	Special Learning Difficulties Service (SpLD)	Human Resources	Attendance Sheets.	Original copies of attendance sheets.	Two (2) years	None	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).
5	Special Learning Difficulties Service (SpLD)	Finance	Purchasing Invoices and receipts.	For every financial year, invoices and receipts for goods/services for SpLD Unit.	Ten (10) years	None	Not Required for permanent preservation by the National Archives.
6	Special Learning Difficulties Service (SpLD)	Students' Records	Students' Assessments (Hanging files).	SpLD referral, assessment pack, SpLD report and any other relevant reports. These files include demographic details of the student, a literacy assessment/s, a report written as a follow-up of the assessment and also any other information handed over by other agencies or schools.	Until student is 25 years of age.	Sensitive data. The files include both students who are diagnosed as dyslexic and also those who are not but who had still requested an assessment at that point in time.	A random sample of five (5) % of the files from each year is to be retained and transferred to the National Archives for permanent preservation.
7	Special Learning Difficulties Service (SpLD)	Students' Records	Lists of present students - Excel sheets (Soft Copies).	Details of students who have been assessed by SpLD till Year 11.	Until student is 25 years of age	Sensitive data	Not Required for permanent preservation by the National Archives.
8	Special Learning Difficulties Service (SpLD)	Students' Records	Lists of past students/adults - Excel sheets (Soft Copies).	Basic information of past students/adults.	From age 26 till retirement age	Sensitive data	Not Required for permanent preservation by the National Archives.