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31/05/2019

Travel Section  
Ministry for Education and Employment  
Great Siege Road  
Floriana

Subject: Implementation of a Retention Policy for the records that are created and managed by the Travel Section within the Ministry for Education and Employment (MEDE).

After discussions between the National Archives (NAM) and the Records Officer / Assistant Manager (Records) of the Ministry for Education and Employment, and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2019-08) for the records that are created and managed by the Stores Section – Strategy 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 handwritten signature in black ink, appearing to be "Dr Charles Farrugia".

Dr Charles Farrugia  
National Archivist and CEO

A handwritten signature in black ink, appearing to be "Ms Maria Galea".

Ms Maria Galea  
Director General (MEDE)

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Action (When Retention Period Expires)
1	Travel Section	Human Resources	Attendance Sheets (Human Resources)	Attendance record of present and old officers at the Travel Section	Two (2) years		Not required for permanent preservation by the National Archives.
2	Travel Section	Human Resources	Vacation and Sick Leave Forms	Vacation and sick leave taken by all present and old officers at the Travel Section	Two (2) years		Apply the HR retention policy issue by OPM in 2012.
3	Travel Section	Travel Gozo	Forms for Travel to Gozo	Used by officers travelling to Gozo on official duties	Three (3) years		Not required for permanent preservation by the National Archives.
4	Travel Section	Travel Data	Gozo Excel Sheet	Used by travel to record travel to Gozo by MEDE officers	Five (5) years		Not required for permanent preservation by the National Archives.
5	Travel Section	Travel Insurance	Insurance Claim	Claims by officers travelling abroad	Five (5) years		Not required for permanent preservation by the National Archives.
6	Travel Section	Personal data of travellers	CTMS Form (Corporate Travel Management System)	Personal details of every officer travelling abroad on official duties	Five (5) years		Not required for permanent preservation by the National Archives.
7	Travel Section	Personal data of travellers	CTMS Form (Corporate Travel Management System)	Personal details of every officer travelling abroad on official duties	Fifteen (15) years		Not required for permanent preservation by the National Archives.
8	Travel Section	Forms	Internal Clearance Form	This form has to be filled in by every officer travelling abroad on official duties	Two (2) years		Not required for permanent preservation by the National Archives.
9	Travel Section	Internal Clearance	Internal Clearance Form Excel Sheet (electronic)	This excel sheet is filled by travel officers	Ten (10) years	Clearance for travelling by Accounts Section, Director General, Permanent Secretary	Not required for permanent preservation by the National Archives.
10	Travel Section	Travellers Data	Copies of Passports	A passport copy sometimes is needed by travel agents when purchasing tickets	Five (5) years		Not required for permanent preservation by the National Archives.
11	Travel Section	Files	Pertinent Files	A file is opened for every officer going abroad on official duties. All relevant records with the visit are inserted.	Ten (10) years	Records inserted in files include Agendas, Invitations, Air tickets and expenses re conferences, hotels and travelling. Final reports submitted by officers travelling on duty are not included in these files, as they are managed by the The International Relations Strategy & Programmes Implementation within MEDE.	Not required for permanent preservation by the National Archives.