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Implementation of a Retention Policy for the records created and managed by the Further Education Institutions within the Ministry for Education and Employment (MEDE)

Following the 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 (REP2020-06) for the records that are created and managed by Further Education Institutes (**Giovanni Curmi Higher Secondary, Malta and Sir M.A. Refalo 6th Form, Gozo**) 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 on 25 April 2020:

A blue ink signature of Dr Charles Farrugia, consisting of a stylized, flowing script.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Mr Gaetano Calleja, written in a cursive style.

Mr Gaetano Calleja
Head of School
Giovanni Curmi Higher Secondary
Ministry for Education and
Employment

A blue ink signature of Mr Daniel Cassar, written in a cursive style.

Mr Daniel Cassar
Head of School
Sir M.A. Refalo 6th Form
Ministry for Education and
Employment

Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
1	Further Education (Malta/Gozo)	Circulars	Original Circulars	Circulars issued in house by the institution.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
2	Further Education (Malta/Gozo)	Circulars	Copies of Circulars	Copies of Circulars from other Departments.	Five (5) years	None	Not required for permanent preservation by the National Archives.
3	Further Education (Malta/Gozo)	Classifications	Classifications for academic year.	Teachers' loads for academic year including class numbers.	Five (5) years	Classifications relate to the teaching load fo teaching staff & the number of teachers needed for each subject.	Not required for permanent preservation by the National Archives.
4	Further Education (Malta/Gozo)	Correspondence	Correspondence	Internal & external correspondence.	Thirty (30) years	Paper/electronic format.	Records are to be transferred to the National Archives for permanent preservation.
5	Further Education (Malta/Gozo)	Examinations	Examinations' Past Papers	Original Examinations' Past Papers.	Seven (7) years	None	One (1) copy per exam to be transferred to the National Archives for permanent preservation.
6	Further Education (Malta/Gozo)	Examinations	Assessments/Results	Results of Students' Examinations & Assessments .	Three (3) years	None	Not required for permanent preservation by the National Archives.
7	Further Education (Malta/Gozo)	Examinations	Students' Scripts	Students' marked scripts.	Three (3) years	To retain three (3) samples for every paper i.e. the highest, average & lowest mark for more accurate research.	Transfer three (3) retained samples to the National Archives for permanent preservation once thirty (30) years have lapsed from result publication.



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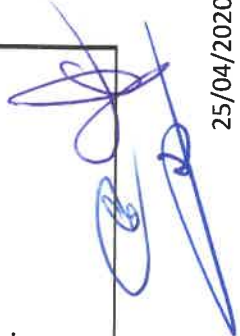
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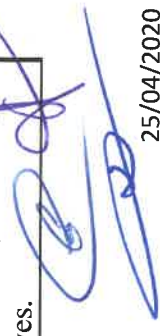
Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
8	Further Education (Malta/Gozo)	Examinations	Students' Exams Results	Students' exam results.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
9	Further Education (Malta/Gozo)	Finance/Accounts	Invoices, Receipts	Purchases, School's Income.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
10	Further Education (Malta/Gozo)	Guidance	Guidance Records	One to one sessions with students.	Thirty (30) years	None	A random sample of one (1) % of the records is to be retained and transferred to the National Archives for permanent preservation.
11	Further Education (Malta/Gozo)	Guidance	Career Guidance	Statistics re events (not published).	Three (3) years	None	Not required for permanent preservation by the National Archives.
12	Further Education (Malta/Gozo)	Guidance	Psycho-Social Wellbeing	Students' Data.	Five (5) years	None	Not required for permanent preservation by the National Archives.
13	Further Education (Malta/Gozo)	Human Resources	Personal Files	Personal Files of employees.	Duration of Employment at Institute.	Original records are filed in Personal File at MEDE Registry.	Apply Retention Policy for HR documents issued by OPM.



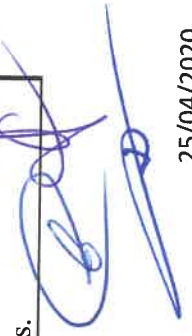
Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
14	Further Education (Malta/Gozo)	Human Resources	Certificates	Staff's medical certificates, medical appointments.	Three (3) years	Copies of Staff's Medical Certificates.	Apply Retention Policy for HR documents issued by OPM.
15	Further Education (Malta/Gozo)	Human Resources	Applications	Vacation Leave applications.	Three (3) years	None	Apply Retention Policy for HR documents issued by OPM.
16	Further Education (Malta/Gozo)	Human Resources	Special Leave	Staff's special leave records.	Three (3) years	None	Apply Retention Policy for HR documents issued by OPM.
17	Further Education (Malta/Gozo)	Human Resources	Attendance Sheets	Staff Attendance Sheets.	Two (2) years	None	Apply Retention Policy for HR documents issued by OPM.
18	Further Education (Malta/Gozo)	Human Resources	Deployment notifications	Staff Deployment Notifications.	Three (3) years	None	Apply Retention Policy for HR documents issued by OPM.

Key	Unit/Dept.	Category	Records Type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
19	Further Education (Malta/Gozo)	Human Resources	Performance Management Programme & Professional Development Plan (PMPDP) .	PMPDP of Newly Qualified Teachers.	Three (3) years	None	Apply Retention Policy for HR documents issued by OPM.
20	Further Education (Malta/Gozo)	Human Resources	Staff Professional Development	Institute Action Framework (for Development Planning).	Ten (10) years	None	Apply Retention Policy for HR documents issued by OPM.
21	Further Education (Malta/Gozo)	Institute's Records	Cancellation of lessons	Daily cancellation of lessons.	Three (3) years	None	Not required for permanent preservation by the National Archives.
22	Further Education (Malta/Gozo)	Institute's Records	Request Forms	Request forms for Resources.	Three (3) years	None	Not required for permanent preservation by the National Archives.
23	Further Education (Malta/Gozo)	Inventory	Institute's Inventory	Inventory of Institute's Assets.	Three (3) years	None	Not required for permanent preservation by the National Archives.
24	Further Education (Malta/Gozo)	MATSEC	Certificates	Uncollected MATSEC Certificates.	Ten (10) years	Certificates are returned to University of Malta if not picked up by students.	Not required for permanent preservation by the National Archives.
25	Further Education (Malta/Gozo)	Minutes	Meetings' Agenda & Minutes	School Council & Departmental Meetings.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
26	Further Education (Malta/Gozo)	Newsletters	Newsletters	Communication Newsletters with all members of staff.	Thirty (30) years	These Newsletters are not published.	Records are to be transferred to the National Archives for permanent preservation.

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27	Further Education (Malta/Gozo)	Plans	Site Plans	School Building Site Plans.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
28	Further Education (Malta/Gozo)	Procurement	Quotations	Quotations for Procurement.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
29	Further Education (Malta/Gozo)	Procurement	Tenders	Original Copies.	Ten (10) years	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation.
30	Further Education (Malta/Gozo)	Procurement	Stocktaking	Purchase of items for school.	Ten (10) years	None	Not required for permanent preservation by the National Archives.
31	Further Education (Malta/Gozo)	Regulations	Regulations Booklets	Public Service Regulations to guide the Institute.	Indefinite	Soft copies.	Not required for permanent preservation by the National Archives.
32	Further Education (Malta/Gozo)	School Council	Minutes	School Council Minutes.	Thirty (30) years	None	Records are to be transferred to the National Archives for permanent preservation.
33	Further Education (Malta/Gozo)	Statistics	Students' Statistics	Intake of new students.	Thirty (30) years	Records relate to school population.	Records are to be transferred to the National Archives for permanent preservation.
34	Further Education (Malta/Gozo)	Statistics	Quarterly Returns	Electronic statistics for National Statistic Office (NSO).	Three (3) years	None	Not required for permanent preservation by the National Archives.



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35	Further Education (Malta/Gozo)	Students' Records	Ledgers	Registered Students' details.	Fifty (50) years	Kept in school until ledger is full then passed to MEDE Back Office, Xaghra, Gozo.	Records are to be transferred to the National Archives for permanent preservation.
36	Further Education (Malta/Gozo)	Students' Records	MySchool Database	Students' Data.	Thirty (30) years	None	Not required for permanent preservation by the National Archives.
37	Further Education (Malta/Gozo)	Students' Records	Students' Portfolio	Samples re programmes based on learning outcomes at the corresponding MQF level, Students' personal details, Course followed, Mark obtained.	Thirty (30) years	School to only keep a sample of students' portfolio.	A random sample of one (1)% of the applications is to be retained and transferred to the National Archives following the lapse of thirty (30) years from the creation date.
38	Further Education (Malta/Gozo)	Students' Records	Certificates	Students' medical certificates/ medical appointments, academic certificates.	Three (3) years	None	Not required for permanent preservation by the National Archives.
39	Further Education (Malta/Gozo)	Students' Records	Academic Records	Enrolment Applications, Resignations, Subject Change Forms, Acceptance letters.	Three (3) years	None	A random sample of one (1)% of the applications is to be retained and transferred to the National Archives following the lapse of thirty (30) years from the creation date.
40	Further Education (Malta/Gozo)	Students' Records	Consent Forms for outings for students	Consent forms deal for students under 18 years of age.	Five (3) years	Consent forms are issued for Teachers.	Not required for permanent preservation by the National Archives.



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41 Further Education (Malta/Gozo)	Timetables	Teachers' Timetables	Teachers' timetables .	Five (5) years	None	Not required for permanent preservation by the National Archives.

