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12/11/2019

Director
Department of Examinations

Subject: Implementation of a Retention Policy for the records created and managed by the Department of Examinations.

After lengthy discussions between the National Archives (NAM) and the Records Officer/ Assistant Manager (Records) of the Ministry for Education and Employment (MEDE), and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2019-17) for the records managed by Department of Examinations 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:

Dr Charles Farrugia
National Archivist and CEO

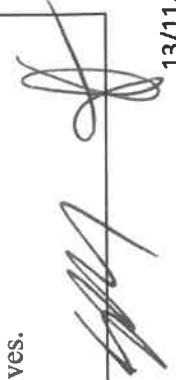
Dr George Said Zammit
Director
Department of Examinations

Key Unit/Dept.	Records Type	Description	Retention Period	Remarks	Action - (When Retention Period Expires)
1 Human Resources	Personal Files	Personal Files of employees	According to existing HR Retention Policy		Apply retention Policy for HR records.
2 Accounts / Finance	Bank Statements (between 1990 to-date)	Correspondence with banks and bank statements	Ten (10) years		Not required for permanent preservation by the National Archives.
3 Accounts / Finance	Purchasing	Receipts (between 1990 to-date)	Ten (10) years		Not required for permanent preservation by the National Archives.
4 Accounts / Finance	Purchasing	LPOs (between 1990 to-date)	Ten (10) years		Not required for permanent preservation by the National Archives.
5 Accounts / Finance	Purchasing	Invoices (between 1990 to-date)	Ten (10) years		Not required for permanent preservation by the National Archives.
6 Accounts / Finance	Purchasing	Payment vouchers (between 1990 to-date)	Ten (10) years		Not required for permanent preservation by the National Archives.
7 Accounts / Finance	Purchasing	Quotations (between 1990 to-date)	Ten (10) years		Not required for permanent preservation by the National Archives.
8 General Records	Minutes and Agendas	Minutes and Agendas for the meetings of the Board of Local Examination	Thirty (30) years		Transfer to the National Archives for permanent preservation.
9 Examinations	General Files	Correspondence, Regulations, Syllabi, Fees, Timetables, Registration Dates	Thirty (30) years	Paper Records	Transfer to the National Archives for permanent preservation.

Key	Unit/Dept.	Records Type	Description	Retention Period	Remarks	Action - (When Retention Period Expires)
10	Examinations	Applications	Requests for Provisional Certificates	One (1) year (To be destroyed after Retention Period)	Sensitive Personal Data (Paper & Electronic format)	Not required for permanent preservation by the National Archives.
11	Examinations	Applications	General Service Grade Exams	Two (2) Years (To be destroyed after Retention Period)	Sensitive Personal Data (Paper & Electronic format)	Not required for permanent preservation by the National Archives.
12	Examinations	Applications	Armed Forces Malta Exams	Two (2) Years (To be destroyed after Retention Period)	Sensitive Personal Data (Paper & Electronic)	Not required for permanent preservation by the National Archives.
13	Examinations	Applications	Public Service Calls Exams	Two (2) Years (To be destroyed after Retention Period)	Sensitive Personal Data (Paper & Electronic)	Not required for permanent preservation by the National Archives.
14	Examinations	Applications	Authorization A & B	Two(2) Years (To be destroyed after Retention Period)	Authorisation A Exam (Electrician) leads to Authorisation B Exam (Industrial) Sensitive Personal Data (Paper & Electronic)	Not required for permanent preservation by the National Archives.

Key	Unit/Dept.	Records Type	Description	Retention Period	Remarks	Action - (When Retention Period Expires)
15	Examinations	Examinations Scripts	Armed Forces Malta Exams	Two (2) Years (To be destroyed after Retention Period)		Not required for permanent preservation by the National Archives.
16	Examinations	Examinations Scripts	Public Service Calls Exams	Two (2) Years (To be destroyed after Retention Period)		Not required for permanent preservation by the National Archives.
17	Examinations	Examinations Scripts	Authorization A & B Exams	Two (2) Years (To be destroyed after Retention Period)	Authorisation A Exam (Electrician) leads to Authorisation B Exam (Industrial)	Not required for permanent preservation by the National Archives.
18	Examinations	Applications	European Computer Driving Licence (ECDL)	Paper Format: Three (3) years. Digital data: Three (3) to be pseudonymised & kept for research/statistical purposes	Paper & Electronic Format (Personal Data)	Not required for permanent preservation by the National Archives.
19	Examinations	Applications/Registrations	MATSEC	Paper Format - To be disposed of after issue of certifications. Digital Format- pseudonymised retained for research/statistical purposes	Two Sessions each year (Main & Resit) Electronic format is password protected	Not required for permanent preservation by the National Archives.

Key	Unit/Dept.	Records Type	Description	Retention Period	Remarks	Action - (When Retention Period Expires)
20	Examinations	Applications/Registrations	Foreign Examinations/London Degree, Examinations/petty exams	Paper Format disposed after conclusion of examination process. Digital Data to be retained Indefinitely	Digital Data re applications/registrations has to be kept for Unique Candidate Identifier UCI in case of Edexcel & AQA.	Not required for permanent preservation by the National Archives.
21	Examinations	Human Resources	Attendance Sheets (MATSEC, Foreign Examinations/London Degree examinations/petty exams)	Ten (10) years	Attendance sheets re invigilators/supervisors	Not required for permanent preservation by the National Archives.
22	Examinations	Finance	Payment Forms (MATSEC, Foreign Examinations/London Degree examinations/petty exams)	Ten (10) years	Payment Forms re Invigilators/supervisors	Not required for permanent preservation by the National Archives.
23	Examinations	Human Resources	Official fill-in record templates	Five (5) years from publication of results	Templates with ticking boxes used by Heads of Centre during examinations to determine the correct running of the examination centres (labs, halls, etc.)	A random sample of 1% of the records from each year is to be transferred to the National Archives for permanent preservation when five (5) years have lapsed from the date of creation of the records.
24	Examinations	Human Resources	Candidates Attendance Sheets (MATSEC, Foreign Examinations/London Degree examinations/petty exams)	Six (6) months from publication of results		Not required for permanent preservation by the National Archives.



Key	Unit/Dept.	Records Type	Description	Retention Period	Remarks	Action - (When Retention Period Expires)
25	Examinations	Human Resources	Personal Data	Ten (10) years	Personal Data re exam supervisors/invigilators	Not required for permanent preservation by the National Archives.
26	Examinations	Certificates	Provisional Certificates	Ten (10) years	Digital copies retained for record/verification purposes	Not required for permanent preservation by the National Archives.
27	Examinations	Applications/Registrations	Test for English Language Teachers (TELT) Examination	Paper Format disposed after conclusion of examination process. Digital Data to be retained Indefinitely	Personal data	Not required for permanent preservation by the National Archives.
28	Examinations	Revision of Exam Paper & Appeal from revision of Exam paper	Local & Foreign Examinations	Six (6) months from publication of results or outcome of appeal	Personal data	Not required for permanent preservation by the National Archives. <i>SM</i>