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22/11/2017

Child Care Centre
University of Malta
Msida MSD 2080

Subject: Implementation of a Retention Policy for the records of the UoM Child Care Centre

After reviewing the records in subject, we are here authorising the implementation of the attached retention policy (no. 2017-04) for the records created and managed by the Child Care of the University of Malta. This policy will guarantee that the appraisal of these records is done in line with the requirements of the National Archives Act.

This policy will be reviewed at least every five (5) years from the date of issue to ensure that all the process and documentation categories are still valid and relevant in view of any changes of procedures or law.

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 "Charles Farrugia", written over a horizontal line.

Dr Charles Farrugia
National Archivist and CEO

A handwritten signature in black ink, appearing to be "Johanna Gatt", written in a cursive style.

Ms Johanna Gatt
Manager of Child Care
University of Malta

RETENTION SCHEDULE

Child Care Centre

University of Malta

Unit/Department	Category of Records	Records Type	Description	Retention Period	Action to be taken by the National Archivist (When Retention Period Expires)
University of Malta Childcare Centres	Applications	Children's Applications	Children's Applications	5 years	Not Required for permanent preservation by the National Archives
University of Malta Childcare Centres	Attendance	Children's Attendance	Daily attendance	2 years	Not Required for permanent preservation by the National Archives
University of Malta Childcare Centres	Receipts	Receipts of items bought	Receipts of items bought	2 years	Not Required for permanent preservation by the National Archives