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Implementation of a Retention Policy for the records created and managed by the English Language Teaching Council (ELT) - MFED

Following the discussions between the National Archives (NAM) and the Records Officer / Assistant Manager (Records) of the Ministry for Education and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2021-04) for the records that are created and managed by the English Language Teaching Council within the Ministry for Education.

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 30 August 2021:

A blue ink signature of Dr Charles Farrugia, consisting of a stylized, circular flourish followed by a long horizontal line.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Ms Sue Falzon, appearing as a series of connected, cursive loops.

Ms Sue Falzon
CEO English Language Teaching
Council

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
1	ELT Council	Finance	Invoices	Invoices	Retained for ten (10) years.	Generated by Procurement & by the Department.	Not Required for permanent preservation by the National Archives.
2	ELT Council	Human Resources	Agreements	Collective workforce agreements and past agreements that could affect present employees.	Any copy of a relevant collective agreement retained on an employee's record will remain while employment continues and for ten (10) years after termination of employment.	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	ELT Council	Human Resources	Application	Vacation Leave application forms	Retained for 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	ELT Council	Human Resources	Applications	Application Form for the filling of posts.	1. In the case of appointed persons: ten (10) years from date of termination of employment. 2) All others, one year (1) subsequent to the validity period of the relevant call for applications (unless, in the interim, a complaint connected with a particular call for applications has been filed).	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).





Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
5	ELT Council	Human Resources	Applications	Application emails and CV's pertaining to internal/external calls, positions including interview score sheets/reports.	For unsuccessful candidates 6 - 12 months after notifying candidates of the outcome of the recruitment process (unless in the interim, a complaint connected with a particular call for application has been filed).	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).
6	ELT Council	Human Resources	Applications	Applications for training opportunities (Personal Development & Training Plan).	Retained for ten (10) 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).
7	ELT Council	Human Resources	Attendance	Attendance Sheets	Retained for 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).
8	ELT Council	Human Resources	Certificates	Training Courses provided (including certifications attained).	Retained for ten (10) years from termination of employment	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).

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Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
9	ELT Council	Human Resources	Files	Employees (& Students) Personal Files (this specifically includes: Copy of Advert applied for, CV, Jobsplus engagement and termination forms, induction records, PMDP ratings and bonuses, promotion communications (incl. Career Progression), movement and salary increments, recommendations and awards. Other conditions of work (eg. Teleworking and/or reduced hours or other deductions/demotions).	Retained for ten (10) years from termination of employment	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)
10	ELT Council	Human Resources	Medical Certificates	Staff Medical Certificates or Hospital Notes.	Retained for one (1) year from date of issue of the certificate.	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).
11	ELT Council	Human Resources	Records	Sick Leave Records (number of days taken in a year)	Retained for 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).
12	ELT Council	Human Resources	Report	Annual Performance Reports (including Performance Appraisals)	Retained for three (3) full 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).

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Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
13	ELT Council	Human Resources	Service & Leave Record Form	Staff Attendance Sheet and Leave Form Records.	Ten (10) years from date of termination of employment.	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).
14	ELT Council	Human Resources	Warnings	Written warnings (PSC Regulation 19).	Retained for 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).
15	ELT Council	Management	Application	New English Language Teaching (ELT) Permit Application.	Retained for ten (10) years - from application date.	Individual Teachers' applications.	A random sample of five (5) % of the applications is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.
16	ELT Council	Management	Application	New English Language Teaching (ELT) Permit for Distance Learning Application.	Retained for ten (10) years - from application date.	Individual Teachers' applications.	A random sample of five (5) % of the applications is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.
17	ELT Council	Management	Application	Renewal for English Language Teaching (ELT) Permit Application.	Retained for ten (10) years - from application date.	Individual Teachers' applications.	A random sample of five (5) % of the applications is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.
18	ELT Council	Management	Application	Spoken English Proficiency Test of Teachers (SEPTT) Application.	Retained for twelve (12) months.	SEPTT Exam is held every month.	A random sample of five (5) % of the applications is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.

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Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
19	ELT Council	Management	Application	Continuous Professional Development (CPD) Application.	Retained for four (4) years.	None	A random sample of one (1) % of the applications is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.
20	ELT Council	Management	Application	School Licence Application.	Retained for ten (10) years from the closure of school.	There are 35 licenced schools.	Records are to be transferred to the National Archives for permanent preservation.
21	ELT Council	Management	Application	Distance Learning Provider Licence Application Form re Sole Traders & Companies.	Retained for years (10) from termination of licence.	1 provider licenced - 3 vetting stage.	Records are to be transferred to the National Archives for permanent preservation.
22	ELT Council	Management	Application	Home Tuition Provider Licence Application Form re Sole traders and Companies.	Retained for years (10) from termination of licence.	No average amount is available.	A random sample of five (5) % of the applications is to be retained and transferred to the National Archives after that thirty (30) years have lapsed from the creation date.
23	ELT Council	Management	Certificate	Continuous Professional Development (CPD) Certificate.	Retained for four (4) years.	Uncollected originals & copies.	Not Required for permanent preservation by the National Archives.
24	ELT Council	Management	Exam Certificate	Spoken English Proficiency Test of Teachers (SEPTT) Certificate.	Retained for fifty (50) years.	Uncollected originals & copies. <i>Participants ask for their results after years. Additionally, applicants need to present the result/certificate each time they renew their permit.</i>	Not Required for permanent preservation by the National Archives.
25	ELT Council	Management	Exam Certificate	Test for English Language Teachers Certificates.	Retained for ten (10) years	Uncollected originals & copies.	Not Required for permanent preservation by the National Archives.
26	ELT Council	Management	Exam Results	Spoken English Proficiency Test of Teachers (SEPTT) Results.	Retained for fifty (50) years.	Not published & sent via email. <i>Participants ask for their results after years. Additionally, applicants need to present the result/certificate each time they renew their permit.</i>	Not Required for permanent preservation by the National Archives.
27	ELT Council	Management	Exam Results	Test for English Language Teachers Results	Retained for ten (10) years	Not published from Entity & sent via email.	Not Required for permanent preservation by the National Archives.

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
28	ELT Council	Management	Files	School Files (Records)	Retained for ten (10) years from the closure of school.	Correspondence with schools regarding academic, non-academic matters & operations.	Records are to be transferred to the National Archives for permanent preservation.
29	ELT Council	Management	Licence	Annexe Licence.	Retained for ten (10) years from the closure of annexe.	An annexe is any building, not contiguous to the School Premises.	Records are to be transferred to the National Archives for permanent preservation.
30	ELT Council	Management	List	List of Successful Candidates - Teaching English as a Foreign Language Certificate.	Retained for fifty (50) years.	Not published.	Records are to be transferred to the National Archives for permanent preservation.
31	ELT Council	Management	Report	Monitoring Exercise Report (spot-checks, Academic School Visits and Non-academic Visits).	Retained for fifty (50) years.	Circa 17 reports annually (Not published).	Records are to be transferred to the National Archives for permanent preservation.



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