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15/06/2018

Migrant Learners Unit
Ministry for Education and Employment
Great Siege Road
Floriana

Subject: Implementation of a Retention Policy for the records of the Migrant Learners Unit within the MEDE.

After discussions between the National Archives (NAM) and the MEDE Records Officer, and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2018-09) for the records created and managed by the Migrant Learners Unit within the Ministry for Education and Employment (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 blue ink signature of Dr Charles Farrugia, consisting of a stylized, looped cursive script.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Mr Raymond Facciol, written in a cursive style with the name "Raymond" clearly visible.

Mr Raymond Facciol
Head of Migrant Learners &
Education Support

Key	Unit/Dept.	Records Type	Description	Retention Period	Remarks	Action - to be determined by the National Archivist (when retention period expires)
1	Migrant Learners Unit	Pre Applications	Preliminary personal details of applicants.	Two (2) years	Statistics re applicants is published by the Unit.	Individual applications are not required for permanent preservation by the National Archives.

