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14/05/2019

Stores Section – Strategy Support Department  
Ministry for Education and Employment  
Great Siege Road  
Floriana

Subject: Implementation of a Retention Policy for the records that are created and managed by the Stores Section – Strategy Support Department within the Ministry for Education and Employment (MEDE)

After 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 (REP2019-05) for the records that are created and managed by the Stores Section – Strategy Support Department 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:

A handwritten signature in black ink, appearing to be "Dr Charles Farrugia".

Dr Charles Farrugia  
National Archivist and CEO

A handwritten signature in black ink, appearing to be "Ms Maria Galea".

Ms Maria Galea  
Director General (MEDE)

<u>Key</u>	<u>Unit / Dept.</u>	<u>Category</u>	<u>Records type</u>	<u>Description</u>	<u>Retention Period</u>	<u>Remarks</u>	<u>Action (When Retention Period Expires)</u>
1	Stores	Forms	Ledgers	Requisition of Items for Stores (Stationery, Books & Cleaning Items)	five (5) years	Key 1 & Key 2 Forms with registered numbers (same use with different format for cross checking )	Not required for permanent preservation by the National Archives.
2	Stores	Cards	Bin Cards	Requisition of Items for Stores (Stationery, Books & Cleaning Items)	five (5) years	Key 1 & Key 2 Forms with registered numbers (for same use with different format for cross checking )	Not required for permanent preservation by the National Archives.
3	Stores	Forms	Requisition Forms (paper & electronic)	Requisition of items for cleaning & stationery items from sections	three (3) years		Not required for permanent preservation by the National Archives.
4	Stores	Forms	Requisition Forms	Annual scholastic year requisitions for text books from schools	three (3) years		Not required for permanent preservation by the National Archives.
5	Stores	Forms	Requisition Forms	Requests for additional text books	three (3) years		Not required for permanent preservation by the National Archives.
6	Stores	Booklets	Receipts	Text book receipts signed by schools	three (3) years		Not required for permanent preservation by the National Archives.
7	Stores	Forms	Distribution Lists	Distribution Lists of text books	three (3) years		Not required for permanent preservation by the National Archives.
8	Stores	Finance (Forms & Receipts)	Order forms for the purchase of Books forms & receipts of payments (attached)	Purchase of text books from MEDE by the general public & receipts of payment	three (3) years	Receipts of payments are always attached to order form	Not required for permanent preservation by the National Archives.
9	Stores	Forms	Delivery Orders	Delivery of items to MEDE stores	five (5) years		Not required for permanent preservation by the National Archives.
10	Stores	Finance (Invoices)	Copies of Invoices (paper & electronic)	Original invoices are sent to Accounts section	five (5) years		Not required for permanent preservation by the National Archives.


