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## **Implementation of a Retention Policy for the Human Resources Records for Non-State Schools that are created and managed by the People Management Department within the Ministry for Education, Sport, Youth, Research and Innovation (MEYR).**

Following discussions between the National Archives (NAM) and the Assistant Manager (Records) of the Ministry for Education, Sport, Youth, Research and Innovation (MEYR) and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2023-11) for the Human Resources records for Non-State Schools that are created and managed by the People Management Department within the Ministry for Education, Sport, Youth, Research and Innovation (MEYR).

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 below parties on the 03 August 2023.

A handwritten signature in black ink, consisting of a stylized 'C' and 'F' followed by a horizontal line.

Dr Charles Farrugia  
National Archivist and CEO

A handwritten signature in blue ink, consisting of a stylized 'L' and 'C' followed by a horizontal line.

Ms Lucienne Calleja  
Director, Education Resources  
People Management Department

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
1	Education Resources	Non-State Schools	Personal Files	Learning Support Educator I (LSE 1)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
2	Education Resources	Non-State Schools	Personal Files	Learning Support Educator II (SLSE 2)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
3	Education Resources	Non-State Schools	Personal Files	Learning Support Educator III (LSE 3)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
4	Education Resources	Non-State Schools	Personal Files	Literacy Support Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.

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Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
5	Education Resources	Non-State Schools	Personal Files	Managing Psychologist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
6	Education Resources	Non-State Schools	Personal Files	Numeracy Support Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
7	Education Resources	Non-State Schools	Personal Files	Occupational Therapist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
8	Education Resources	Non-State Schools	Personal Files	Operative	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.

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Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
9	Education Resources	Non-State Schools	Personal Files	Play Therapist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
10	Education Resources	Non-State Schools	Personal Files	Primary Class Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
11	Education Resources	Non-State Schools	Personal Files	Principal Education Support Practitioner (Counsellor)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
12	Education Resources	Non-State Schools	Personal Files	Principal Education Support Practitioner (Inclusion Autism)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.

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Retention Policy No. REP2023-11

MEYR\_Human Resources Records for Non-State Schools

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
13	Education Resources	Non-State Schools	Personal Files	Principal Officer	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
14	Education Resources	Non-State Schools	Personal Files	Principal Psychologist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
15	Education Resources	Non-State Schools	Personal Files	Psychologist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
16	Education Resources	Non-State Schools	Personal Files	Psychology Assistant	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.

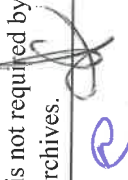
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Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
17	Education Resources	Non-State Schools	Personal Files	Psychology Practitioner	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
18	Education Resources	Non-State Schools	Personal Files	Receptionist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
19	Education Resources	Non-State Schools	Personal Files	Retired Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
20	Education Resources	Non-State Schools	Personal Files	Science Lab Technician	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.

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Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
21	Education Resources	Non-State Schools	Personal Files	Secretary	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
22	Education Resources	Non-State Schools	Personal Files	Senior Education Support Practitioner - Counsellor	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
23	Education Resources	Non-State Schools	Personal Files	Senior Education Support Practitioner - Play Therapist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
24	Education Resources	Non-State Schools	Personal Files	Senior Education Support Practitioner - Psychotherapist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.



Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
25	Education Resources	Non-State Schools	Personal Files	Senior Education Support Practitioner - Youth Worker	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
26	Education Resources	Non-State Schools	Personal Files	Senior Education Support Practitioner (SEBD)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
27	Education Resources	Non-State Schools	Personal Files	Senior Principal Officer (Finance)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
28	Education Resources	Non-State Schools	Personal Files	Senior Psychologist	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives. 



Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
29	Education Resources	Non-State Schools	Personal Files	Service Manager	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
30	Education Resources	Non-State Schools	Personal Files	Social Worker	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
31	Education Resources	Non-State Schools	Personal Files	Subject Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
32	Education Resources	Non-State Schools	Personal Files	Supply Graduate Primary Class Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.



Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
33	Education Resources	Non-State Schools	Personal Files	Supply Graduate Subject Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
34	Education Resources	Non-State Schools	Personal Files	Supply Graduate Teacher (SGT)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
35	Education Resources	Non-State Schools	Personal Files	Supply Kindergarten Educator (SKGE)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
36	Education Resources	Non-State Schools	Personal Files	Supply Learning Support Educator (SLSE)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives. <span style="color: blue;">e</span>

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
37	Education Resources	Non-State Schools	Personal Files	Supply Primary Class Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
38	Education Resources	Non-State Schools	Personal Files	Supply Subject Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
39	Education Resources	Non-State Schools	Personal Files	Supply Teacher (ST)	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
40	Education Resources	Non-State Schools	Personal Files	Support Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
41	Education Resources	Non-State Schools	Personal Files	Teacher	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
42	Education Resources	Non-State Schools	Personal Files	Teacher/Health and Safety	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
43	Education Resources	Non-State Schools	Personal Files	Teacher/Librarian	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.
44	Education Resources	Non-State Schools	Personal Files	Youth Worker	Ten (10) years after retirement	None	A random sample of five (5) % of the records is to be retained and transferred to the National Archives for permanent preservation. The rest of the collection is not required by the National Archives.

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