



Head Office, Hospital Street, Rabat RBT 1043, MALTA
Tel (+356) 2145-9863 • Fax (+356) 2145-0078 • www.nationalarchives.gov.mt • customercare.archives@gov.mt

Implementation of a Retention Policy for the records managed and held by the Institute for the Public Services within the Office of the Prime Minister (OPM)

Following discussions between the National Archives (NAM) and the Institute for the Public Services (IPS) within OPM, and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2022-01) for the records that are managed and held by the concerned institute.

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 the 14 January 2022:

A blue ink signature of Dr Charles Farrugia, consisting of a stylized 'C' and 'F' followed by a horizontal line.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Dr Joyce Cassar, featuring a large, circular 'C' followed by a horizontal line.

Dr Joyce Cassar
Permanent Secretary
Office of the Prime Minister

Key	Unit / Dept.	Category	Records type	Description	Retention Period	Remarks	Archival Action - (When Retention Period Expires)
1	Schemes, Initiatives and Events Section	Training	IPS Sponsorships	Applicant Applications, Invoices & Receipts, General Correspondence with Applicants, Undertakings and Hypotheses.	Six (6) years from end of course	n/a	Not Required for permanent preservation by the National Archives.
2	Schemes, Initiatives and Events Section	Training	IPS Sponsorships	Applicant personal details, Undertaking details, Course Details.	Six (6) years from end of course	n/a	Not Required for permanent preservation by the National Archives.
3	Schemes, Initiatives and Events Section	Training	IPS Sponsorships	Applicant personal details and Chosen Applicants.	Six (6) years from end of course	n/a	Not Required for permanent preservation by the National Archives.
4	Schemes, Initiatives and Events Section	Training	IPS Trainee Scheme	Applicant personal details, Contract Details, Placement Details.	Three (3) years from end of last contract	n/a	Not Required for permanent preservation by the National Archives.
5	Schemes, Initiatives and Events Section	Training	IPS Trainee Scheme	Contract of Employment of Trainee.	Three (3) years from end of last contract	n/a	Not Required for permanent preservation by the National Archives.
6	Schemes, Initiatives and Events Section (ESF Office)	Training	European Social Fund - No Objection Letters	Course Details, Applicant Details.	Five (5) years from end of project	Issued to students who successfully complete their course and undertaking as stipulated by the contract and hypothec and thus a no objection letter has to be issued for the cancellation of hypothec.	Not Required for permanent preservation by the National Archives.
7	Schemes, Initiatives and Events Section	Trainee Scheme	IPS Trainee Scheme	Research Projects assigned by the trainees/students during their Trainee Scheme phase.	Three (3) years	These research projects are then summarised and sent to the respective directors and supervisors for their perusal.	Not Required for permanent preservation by the National Archives.
9	Schemes, Initiatives and Events Section	IPS - Research	Research Proposals	Titles proposed by directors to be chosen for research purposes.	Three (3) years	These are topics submitted for public officers reading for a degree within the Malta Public Service.	Not Required for permanent preservation by the National Archives.
10	Schemes, Initiatives and Events Section	Training	IPS Student Scheme	Undertakings with Students	Five (5) years after course end	n/a	Not Required for permanent preservation by the National Archives.
11	Schemes, Initiatives and Events Section	Training	IPS Student Scheme	Applicant personal details, Contract Details, Placement Details, hours worked and performance	Three (3) years from end of last contract	n/a	Not Required for permanent preservation by the National Archives.
12	Schemes, Initiatives and Events Section	Training	IPS Trainee Scheme	Hours Worked / Performance (Logbooks).	Three (3) years from end of last contract	n/a	Not Required for permanent preservation by the National Archives.
13	Schemes, Initiatives and Events Section	Training	IPS Trainee Scheme	Interview Assessment on Performance and Scheme (Spot Checks).	Three (3) years from end of last contract	n/a	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)
14 Schemes, Initiatives and Events Section	Training	IPS Sponsorships	Attendance / Academic Achievement.	Six (6) years from end of course	n/a	Not Required for permanent preservation by the National Archives.
15 Schemes, Initiatives and Events Section	Apprenticeship	Physical (File divided per Course)	File contains CVs, assessment of students, copy of contracts, and Jobsplus engagement forms.	Two (2) years	n/a	Not Required for permanent preservation by the National Archives.
16 Schemes, Initiatives and Events Section	Apprenticeship	Applicants P-Drive (Excel Sheet)	Excel sheet containing details of applicants: contact details; assessment mark; course details; Ministry allocation; contract starting date and ending date; duration of course.	Two (2) years	n/a	Not Required for permanent preservation by the National Archives.
17 Research Unit	IPS - Research	Research Report	A list of research reports: Family-Work Life Balance; Sick Leave; Trainee Scheme Feedback.	Three (3) years	Internal reports. Statistical and non-identifiable data requested by the P&SD for statistical purposes and published when required.	Not Required for permanent preservation by the National Archives.
18 Research Unit	IPS - Library	IPS Library (Green File)	Email Correspondences and invoices related to the purchasing of publications for the IPS reference library for students.	Three (3) years	Communication records related to the library establishment and services.	Not Required for permanent preservation by the National Archives.
19 Research Unit	IPS - Journal	IPS Journal (Green File)	A compilation of research papers from students and academics, approved by the editorial board and distributed by the IPS.	Ten (10) years	These research papers are served to provide substantial knowledge and insights on different fields/professions for further use/learning by officers reading for a course or for daily use.	Not Required for permanent preservation by the National Archives.
20 Scheduling Section	Training Records	Training Management System (online)	Database linked to government payroll where all training records are inputted and applications are submitted online.	Until retirement age	Currently there is no way to delete records from TMS.	Not Required for permanent preservation by the National Archives.
21 Scheduling Section	Training Applications	Public Officers Details (Excel Sheets) (soft copies)	Excel sheets received from various Ministries with details of officers to be invited to attend for industrial grades training, induction and remote working training.	Three (3) years	Maximum of three years or until officers register for training or details inputted in TMS. Details of officers not registered for training will be kept for 3 years.	Not Required for permanent preservation by the National Archives.
22 Scheduling Section	Training information	Training Green Files	All hard copies of correspondence related to training is filed. These include: correspondence with trainers; training material; invitations; reminders and calendar invites sent to participants; attendances; results and evaluation reports; and any other correspondence with participants.	Five (5) years from end of course	n/a	Not Required for permanent preservation by the National Archives.
23 Scheduling Section	Training Material	Training material	Soft and hard copies of training material including presentations, handouts and assessments.	Five (5) years	Soft and hard copies	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)
24	Scheduling Section	Evaluation of training	Evaluation sheets	An evaluation sheet is sent to each participant after training. Microsoft forms is usually used but for classroom training for participants who do not have access to email hard copies are used. An evaluation report is drawn up, and a soft copy is saved and sent to the trainer and the hard copy is filed in registry file.	One (1) year (hard copies)	Soft and Hard copies. Hard copies of evaluation sheets are converted into a report. These are deleted after one year.	Not Required for permanent preservation by the National Archives.
25	Scheduling Section	Training records	Training Excel Sheets and Access Databases	Before current Training Management system, training records were kept in another database, excel sheets and access databases. Training records of previous database are saved on an excel sheet. These were also migrated to the new system except for some excel sheets dating back to pre-2005.	Until retirement age	n/a	Not Required for permanent preservation by the National Archives.
26	Scheduling Section	Training Records	Data migration Excel Sheets	Excel sheets compiled for data migration.	Until retirement age	n/a	Not Required for permanent preservation by the National Archives.
27	Scheduling Section	Certificates	Certificates Excel Sheets and Blockcerts system	Data for certificates to be issued is compiled on an excel sheet and uploaded on Blockcerts system.	Until retirement age	n/a	Not Required for permanent preservation by the National Archives.
28	Scheduling Section	Training Schedule	Courses Excel Sheet	An excel with details of courses including, date, time, trainer, type of assessment and payments.	Four (4) years	n/a	Not Required for permanent preservation by the National Archives.
29	Operations Unit	Invoices and Receipts	Database/catalogue of invoices and receipts.	An excel sheet with details of invoices and receipts including date, invoice number, company name, description and price.	Two (2) years	These copies are kept for ease of reference re queries received when payments are not effected - Originals are sent to Accounts at OPM.	Not Required for permanent preservation by the National Archives.
30	Operations Unit	IPS Registry	IPS Registry (Green Files)	The Registry at IPS has an excel system that opens files every year according to the needs of the Department.	Fifty (50) years	Apart from the training green files, there are other files related to various activities carried out by IPS. Records are kept in hard copy including projects, activities such as Conferences Prospectus, and Journals data. These are the files that are used all year round for the various training courses, conferences and sessions held.	Records are to be transferred to the National Archives for permanent preservation.