

## **Retention Schedule for HR Documentation (PSMC)**

The below table is reproduced from annex A of the Data Protection Public Administration Human Resources Corporate Procedures of April 2020. Categories of documents apply as necessary.

CATEGORY - Public Service	RETENTION PERIOD
<b>Recruitment and Career Progression</b>	
Application Form for the filling of posts in the Public Service	1) In the case of appointed persons: a) Line ministries and departments - Ten (10) years from date of termination of employment. 2) All others, one (1) year 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)
Application Forms for the filling of positions co-financed from EU funds	1) In the case of appointed persons: a) Line ministries and departments - Ten (10) years from date of termination of employment 2) All others, to be retained for the period stipulated in the regulations governing the relative EU programme/s
Application Forms for the filling of Headship Positions	One (1) year from the filling of post (unless, in the interim, a complaint connected with a particular call for applications has been filed)
Application Form for the filling of Vacant Positions of Assistant Director	One (1) year from the filling of post (unless, in the interim, a complaint connected with a particular call for applications has been filed)
Applications for External Training	One (1) year from conclusion of selection process
Declaration on Employment/ Appointment	a) Line ministries and departments - Ten (10) years from date of termination of employment
Confirmation of Appointments (PSMC 1.2.8.4)	a) Line ministries and departments - Ten (10) years from date of termination of employment
Personal Record Sheet (GP46)	a) Line ministries and departments - Ten (10) years from date of termination of employment

Service & Leave Record Form (GP47)	For the same period as that kept for the relevant job application forms
Annual Performance Reports (including Performance Appraisals)	Three (3) full years
Performance Bonus Reports	a) Line ministries and departments - Ten (10) years from date of termination of employment
Progression Reports	a) Line ministries and departments - Ten (10) years from date of termination. of employment
Non-Public Officers files	One (1) year after the duration of the legislature, and further if the same person is re-appointed during another legislature
<b>General Employee Records</b>	
Approval to perform private work	a) Line ministries and departments - Ten (10) years from date of termination of employment
Pension Form	a) P&SD - Ten (10) years from age of retirement;
	b) Line ministries and departments - Ten (10) years from date of termination of employment
<b>Discipline</b>	
Admonishments	Refer to <a href="#">Manual on Disciplinary Procedures in the Malta Public Service</a>
Written warnings (PSC Regulation 19)	Refer to <a href="#">Manual on Disciplinary Procedures in the Malta Public Service</a>
Minor Disciplinary Cases Serious Disciplinary Cases	Refer to <a href="#">Manual on Disciplinary Procedures in the Malta Public Service</a>
<b>Absence Management</b>	
Attendance sheets	Two (2) years
Vacation Leave application forms	Two (2) years
Vacation Leave Cards (GP 44)	Three (3) years
<b>Health and Medical records</b>	
Sick leave certificates (copies held at employing department)	One (1) year from issue of certificate
Request for the appointment of a Medical Board (GP 49)	a) Line ministries and departments - Ten (10) years from date of termination of employment.
Report by a Medical Board (This has been replaced by a communication from the department dealing with medical health, giving only the result of the board declaring whether the employee is fit or unfit for work).	a) Line ministries and departments - Ten (10) years from date of termination of employment
Sick Leave Card	Ten (10) years from date of termination of employment

**Retention Schedule for Other Documentation (not specified in PSMC)**

Quality Record	Details	Owner	Media	Retention Period	Justification for Retention Period	Disposal Method
Complaints logged according to clause 3.5.2 of the policy P-CO01	Records as per Policy P-CO01	Regulatory Operations, Medicines Intelligence and Access (ROMAD) Director	Soft copy	Indefinite	Internal standard (remit of ROMAD)	Soft copies - deleted
Inspectorate records on Qualified Person (QP)	Records as defined in the relevant SOPs	Inspectorate and Enforcement Directorate (IED) Director	Hard and soft copy	Indefinite as per clause 3.11 of Policy P-IN02	Internal standard (remit of IED)	N/A
Post-Licensing records related to Adverse Drug Reaction (ADR) reporting and Qualified Person (QP-PV)	Records as defined in the relevant SOPs	Post-Licensing Directorate (PLD) Director	Hard and soft copy	ADR reports: Reporter details on ADR form discarded immediately once the ADR is transmitted to Eudra Vigilance.  QP-PV: Indefinitely	Internal standard (remit of PLD)	Hard copies - shredding

Competency records i.e. training records of competence, skills and qualification	Records as per SOP- HR002	ROMAD Director	Hard and soft copy	10 years from date of termination of employment	In line with HR Retention Policy - Data Protection Unit (OPM)	Hard copies – shredding; soft copies - deleted
Recruitment Records	Records as per Policy P-HR01	ROMAD Director	Hard and soft copy	10 years from date of termination of employment. In case of unsuccessful applicants, application documents retained for 1 year after 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 or there is a specific reason).	In line with HR Retention Policy - Data Protection Unit (OPM)	Hard copies – shredding; soft copies - deleted
Travel-related documentation	Travel files as per P-FCS04	ROMAD Director / Head (Finance and Corporate Services)	Hard and soft copy	10 years from date of termination of employment	In line with HR Retention Policy - Data Protection Unit (OPM)	Hard copies – shredding; soft copies - deleted

Queries received on accessibility	Records as per policy P-MIA01	ROMAD/ Head (Medicines Intelligence and Access)	Soft copy	1 year according to clause 3.9 of the policy P-MIA01	Internal standard (remit of MIAU)	Soft copies - deleted
Declaration of interest forms	Records as per policy P-SS02	Management	Hard copy/Soft copy	5 years (unless in the interim, a complaint been filed or there is a specific reason)	Internal standard (remit of ROMAD)	Hard copies – shredding Soft copy-delete
Database of contact details for supply chain stakeholders (Multi-Directorate).	Contact details for the following stakeholders are retained: wholesale dealers, manufacturers, brokers, pharmacy licence holders, importers and API distributors.	ROMAD Director/IED Director	Soft copy	Indefinite, unless communicated specifically by the data subject to be removed from database.	Internal standard	N/A
Client database	A list of contact details for the Authority's clients or potential clients concerned with activities related to cannabis for medicinal or research purposes.	Advanced Scientific Initiatives Director	Soft copy	Indefinite, unless communicated specifically by the data subject to be removed from database.	Internal standard	N/A
Users subscribing to receive MA updates and newsletter	A list of contact details for subscribers of MA updates and newsletter.	ROMAD Director	Soft copy	Indefinite, unless communicated specifically by the data subject to be removed from database.	Internal standard	N/A

Queries received	External and internal queries are logged by ROMAD, PLD and MDD.	ROMAD/PLD/ MDD Directors	Soft copy	Indefinite	Internal standard	N/A
Electronic visitors' logbook	External stakeholders entering the MA premises shall be captured through an electronic visitors' logbook system.	ROMAD Director	Soft copy	Indefinite, unless communicated specifically by the data subject to be removed from database.	Internal Standard	N/A
Personal data processed during the pharmacy inspection process	List of Personal data of pharmacy stakeholders gathered during the pharmacy inspection process.	ROMAD Director	Soft copy	Indefinite in line with Policy P-PHY001	Internal Standard	N/A