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Implementation of a Retention Policy for the records that are created and managed by the Passenger Information Unit within the Environmental Health Directorate in relation with the COVID-19 Pandemic

Following discussions between the National Archives (NAM) and the Records Officer / Assistant Manager (Records) of the Ministry for Health and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2021-08) for the records that are created and managed by the Passenger Information Unit within the Environmental Health Directorate in relation with the COVID-19 Pandemic.

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 30 July 2021:

A blue ink signature of Dr Charles Farrugia, consisting of a series of loops and a long horizontal stroke extending to the right.

Dr Charles Farrugia
National Archivist and CEO

A blue ink signature of Ms Dolerita Catania, featuring a large, circular loop followed by several smaller loops and a horizontal stroke.

Ms Dolerita Catania
Assistant Director
Environmental Health
Department for Health Regulation

File: RMU 2016-17
Retention Policy no. REP2021-08

Key	Unit/Department	Category	Record Type	Description	Retention Period	Remarks	Archival Action – (when retention period expires)
1	Environmental Health Directorate	Passenger Information Unit - COVID19	Public Health Travel declaration Form	This form is filled by people who have spent their last 14 days in the listed countries preventing the spreading of COVID 19.	Twenty eights (28) days for the paper format, and electronic copies are to retained till the pandemic situation is declared over.	When the forms are processed from the office they are then stored at another office in Hamrun.	A random sample of five hundred forms (500) from each year is to be retained and transferred to the National Archives for permanent preservation. Any different versions of the forms is to be represented in the sample.
2	Environmental Health Directorate	Passenger Information Unit - COVID19	Passenger Locator Form	This form is filled by people who have spent their last 14 days in the listed countries preventing the spreading of COVID 19.	Twenty eights (28) days for the paper format, and electronic copies are to retained till the pandemic situation is declared over.	When the forms are processed from the office they are then stored at another office in Hamrun.	A random sample of five hundred forms (500) from each year is to be retained and transferred to the National Archives for permanent preservation. Any different versions of the forms is to be represented in the sample.