



Data Protection and Retention Policy

1. Scope

This policy governs the retention, management, and disposal of documentation—both personal and non-personal—within the Environmental Health Directorate. It is established in accordance with the legal obligations set out in the Public Administration Act (Chapter 595), the National Archives Act (Chapter 477), and the principles of data protection legislation, including the General Data Protection Regulation (GDPR) (EU) 2016/679.

2. Background

The GDPR stipulates that personal and sensitive data must not be retained longer than necessary. In line with this principle, the Environmental Health Directorate is implementing a comprehensive retention policy to ensure:

- Compliance with data protection regulations.
- Efficient use of resources by avoiding the processing and storage of obsolete data.

3. Objectives

This policy aims to:

- Regulate the retention and disposal of records in accordance with Article 5(e) of the GDPR, which mandates that personal data should be kept no longer than necessary.
- Eliminate outdated or irrelevant documentation to optimize storage and operational efficiency, as per Article 17 of the GDPR.
- Encourage digitisation of records to reduce physical storage needs and promote sustainable practices in paper and printing usage.

4. Data Subject Rights

Data subjects have the right to:

- Know what personal data is held and processed by the Environmental Health Directorate.
- Understand the purpose of data collection, who has access, how it is stored and updated, and the duration of retention.
- Be informed of the Directorate's compliance with data protection legislation.

Requests for access to personal data must be submitted in writing using the Request for Access to Personal Data by Data Subjects form and addressed to the Data Protection Officer. Identification details (e.g., ID number, full name) must accompany the request. If identification is unclear, the Directorate may request an official identification document.

5. Administration

All documentation is managed by the Environmental Health Directorate. The responsibility for ensuring compliance with this policy lies with the Directorate and its designated Data Controller.

6. Security of Documentation

All documentation is stored securely, and access is restricted to authorised personnel based on clearance levels. For sensitive personal data, strict access control protocols are enforced to ensure compliance with GDPR provisions.

Personnel found in breach of these protocols may face disciplinary action under Article 33(5) of the GDPR.

7. Manual vs Electronic Records

Retention periods apply equally to both manual and electronic records, as outlined in the Directorate's retention schedule.

8. Retention Periods

Retention periods vary depending on the type of documentation and the applicable legal and regulatory requirements. A detailed retention schedule is maintained to guide the Directorate in managing each category of documentation appropriately. Once the relative documents are expired and need to be destroyed Form A G033 is to be filled for electronic data and hard copies accordingly.

9. Conclusion

The implementation of the said retention periods came into force from 26th October 2020 and updated on the 18/09/2025). This retention policy aims to achieve a good working balance between the retention of useful and meaningful information in line with the provisions of the relevant legislation and the disposal of data which is no longer required and is being archived unnecessarily. Data that needs to be destroyed after the noted timeframes will be disposed of in an efficient manner to ensure that such information will no longer be available within the Environmental Health. Data Protection Controllers, Heads, and DPOs are aware of the noted

retention periods and will instruct all relevant personnel to follow the indicated procedures accordingly. It is to be noted that anonymised or statistical data do not fall within the parameters of this Retention Policy, since they do not constitute identifying personal data.

The Data Protection Officer of the Environmental Health may be contacted at:

Address:

Environmental Health Directorate

Continental Business Centre

Old Railway Track Sta Venera

Email: datacontroller.ehd@gov.mt

Telephone: 21337333 / 20954000

The Information and Data Protection Commissioner may be contacted at:

Address:

Level 2, Airways House

High Street

Sliema SLM 1549

Email: idpc.info@gov.mt

Telephone: 23287100



Direttorat ghas-Sahha Ambjentali
Environmental Health Directorate

Document Destruction Form (GDPR Compliance)

This form is to be completed for the supervised destruction of documents containing personal or sensitive data, both hard copies and electronic data, in accordance with the General Data Protection Regulation (GDPR). All fields must be completed and signed by the responsible personnel.

- Document Type: _____
- Description of Document(s): _____

- Reason for Destruction: _____
- Date of Destruction: _____
- Method of Destruction: _____
- Location of Destruction: _____

Supervising Officer Name and Title

Signature of Supervising Officer

Responsible Personnel Name and Title

Signature of Responsible Personnel

Additional Notes: _____

Data Protection and Retention Policy

1	Responsible Unit	Administration & Sanctions Unit
	Record Type	Contraventions
	Description	Contraventions are issued by the Health Inspectorate when breach in regulations is noted. Contraventions are drawn up by the EHO issuing the contravention and referred to the Administration Unit for processing and eventual referral to the Principal Citations Office. Through the PCO's office these contraventions are appointed before the Law Courts.
	Retention Period	Ten (10) years – P & E- after the Law Court gives the full sentence.
	Remarks	The following forms are used when contraventions are processed : The report on contravention on Form F G012, the personal particulars and charges are written on Form F G009; data electronically is also kept in an excel file named Contraventions according to Year; Once processed through the Administration these are referred to PCO on form F G 010; Receipt Form F G 011; Once these contraventions are appointed before the Law Courts their outcomes are kept electronically on a folder Law Court outcomes and each outcome is written on a Form Law Court record F G016 . Destroy under confidential and certify conditions.
	Archival Action	Not required for permanent preservation by the National Archives.
2	Responsible Unit	Assistant Director
	Record Type	Personal data & photos of staff at regions/Units/sections.
	Description	Electronic type (E)
	Retention Period	When staff is transferred and or resigned any personal data is to be omitted.
	Remarks	Stand-alone file re ID cards. Although not officially required but data of staff is kept at regional level. No need to keep photos of staff unless there is a written consent in this regard. These are requested only by consent through Administration when Departmental ID cards are issued /renewed.
	Archival Action	Not required for permanent preservation by the National Archives.
3	Responsible Unit	Assistant Director
	Record Type	Internal requisitions
	Description	Paper (P) and electronic type (E)
	Retention Period	Three (3) years
	Remarks	Stand-alone file. Destroy under confidential and certify conditions.
	Archival Action	Not required for permanent preservation by the National Archives.

4	Responsible Unit	Assistant Director
	Record Type	DH file intended for applying for a gravesite.
	Description	Inside this file there is inserted the form for the application of a grave - A G004 (EN & MT on one form).
	Retention Period	Indefinite as these files cannot be destroyed in view of ownership of graves.
	Remarks	These DH files are files opened through the registry of the Ministry for Health and are given the sequence number DH file 39/YYYY/No.
	Archival Action	To be retained indefinitely by the origination office.
5	Responsible Unit	Burials Regulatory Unit
	Record Type	DH file intended for applying for a gravesite.
	Description	Inside this file there is inserted the form for the application of a grave - A G004 (EN & MT on one form).
	Retention Period	Indefinite as these files cannot be destroyed in view of ownership of graves.
	Remarks	These DH files are files opened through the registry of the Ministry for Health and are given the sequence number DH file 39/YYYY/No.
	Archival Action	To be retained indefinitely by the origination office.
6	Responsible Unit	Burials Regulatory Unit
	Record Type	Permit to enter Cemetery MT and EN Versions.
	Description	P G001 (EN & MT versions) Paper. This is a formal application for any person/institution who needs to fill and inform of why such entry is required, example filming, Phot shoot etc. It is not required when an individual s just visiting to see a family grave. Conditions are usually laid down and in other issues they are accompanied by staff who ascertain that the conditions are being adhered to.
	Retention Period	Two (2) years
	Remarks	Destroy under confidential and certify conditions. They used to keep a DH file but now these have been reduced in number. We only handle a number of Government owned cemeteries around Malta. Addolorata are controlled by Campo Santo. These are kept at Burials Administration Unit.
	Archival Action	Not required for permanent preservation by the National Archives.
7	Responsible Unit	Burials Regulatory Unit
	Record Type	Application form to affix Lapida in Cemetery MT and EN version.
	Description	A G002 (MT version) A G003 (EN version). These are seen to by the Burials board for consistency within the cemetery, which is considered as a holy place.
	Retention Period	Indefinite
	Remarks	Kept in respective grave file (DH). This is approved by the Cemetery Board and when approved placed in the Grave file.39/YYYY/No.
	Archival Action	To be retained indefinitely by the origination office.

8	Responsible Unit	Burials Regulatory Unit
	Record Type	Application for a grave.
	Description	A G004 (EN & MT on one form). This is a formal application that the public refers to BAU showing the interest to buy a grave at a particular Government Cemetery.
	Retention Period	Indefinite
	Remarks	A DH File ref. 39/YYYY/No. is opened.
	Archival Action	To be retained indefinitely by the origination office.
9	Responsible Unit	Burials Regulatory Unit
	Record Type	Declaration for works on monuments.
	Description	This is an application filled by workers that require to enter a government Cemetery so that we keep a register of such entries to have a record of persons that effected work on a particular date. Application may be approved or otherwise depending on the date and time requested, conditions are usually imposed with same, and approval would need to be referred to the gate keeper before entry. This is now limited to Govt Cemetery excluding Addolorata since this is now the responsibility of Campo Santo.
	Retention Period	Two (2) years
	Remarks	Stand-alone file -DH file. Copy in Grave file when available. Destroy under confidential and certify conditions.
	Archival Action	Not required for permanent preservation by the National Archives.
10	Responsible Unit	Burials Regulatory Unit
	Record Type	Declaration for Burial.
	Description	D G002 (MT version) A G007 (EN version). This is a declaration from owner/s of a particular grave informing of their intention to place a person in their grave. While family members may have a right of burial others would require permission form said owner/s before burial may be affected.
	Retention Period	Indefinite
	Remarks	Copy in grave file DH 39/YYYY/No. To be inserted in respective file.
	Archival Action	Not required for permanent preservation by the National Archives.
11	Responsible Unit	Burials Regulatory Unit
	Record Type	Declaration for cleaning of graves.
	Description	D G003 (EN & MT versions). This is an application filled by owner/s showing their intention to afford cleaning of their grave so that they would have enough space to use for successive burials. Cleaning may be affected only after the laps of 2 years from the last burial.
	Retention Period	Indefinite
	Remarks	Copy in grave file (DH) 39/YYYY/No please refer to row 12. To be inserted in respective file.
	Archival Action	Not required for permanent preservation by the National Archives.

12	Responsible Unit	EHRM
	Record Type	DH file intended for the registration of a cesspit or to sanction a cesspit, this is a request for SPH Licencing.
	Description	Inside this file there is inserted the application for a licence from the Superintendent of Public Health. Such requests including particulars and for what the person is applying and the premises involved are included in one document for further investigation, processing and eventually issuing of a particular licence, as the case may be.
	Retention Period	Indefinite or until the cesspit no longer exists. EHD will oblige itself to inform Registry when and if they know of such removal of cesspit so that DH file may be destroyed within five (5) years.
	Remarks	When the Department of Health (DH) file is opened, the form with Ref Was DH100 then DEH22, now A G015 (EN & MT versions) is inserted. It is used when there is an application of a cesspit, and in this case a DH file is opened. These DH files are created through the registry of the Ministry for Health and Active Ageing and are given the sequence number DH 38/YYYY/No, when the full processing is performed these files are put away as is the norm. Destroy under confidential and certify conditions.
	Archival Action	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
13	Responsible Unit	EHRM
	Record Type	DH file intended for the processing of Planning Authority applications
	Description	This file comprises of all the documents referred through the Planning Authority mainly through the e-application system.
	Retention Period	Indefinite- The Environmental Health Directorate created the conditions within the same file.
	Remarks	These DH files are files opened through the registry of the Ministry for Health and Active Ageing and are given the sequence number DH file 54/YYYY/No
	Archival Action	To be retained indefinitely by the origination office.
14	Responsible Unit	EHRM
	Record Type	Seizure Forms: Seizure of items such as Tattoo equipment. Always under legislation that is under the remit of the Health Inspectorate. A document which is filled in the presence of the responsible person of that particular premises and is also verbally explained that although the item/items are going to be left seized by the Directorate on the same premise. The responsibility for their seal would be of the responsible person legal action would be taken if the item/items are not found under reinspection. A copy of same is placed in the respective DH file, if available.
	Description	Form Ref F F003 (EN version only) Paper (P) Such a form is filled up during seizure of items. There would be indication of who is responsible, what are the items and the place where they are seized. The form is duly signed by all, and the person is informed of his responsibility by law if the items are kept at his/her end for safekeeping.
	Retention Period	Three (3) years if released without further action. If further action is taken forms are to be kept for five (5) years.
	Remarks	A copy may also be placed in the respective DH file re-equipment and with the contravention if legal action is instituted. Destroy under confidential and certify conditions. If legal action is taken, inserted in contravention file.
	Archival Action	A random sample of five (5) forms from each year is to be transferred to the National Archives for permanent preservation.

15	Responsible Unit	EHRM
	Record Type	Reports and approvals issued for licensing/consultation bodies/applicants.
	Description	Paper (P)
	Retention Period	Kept indefinitely
	Remarks	A DH file is opened with prefix 600. Such files are PA at Registry once completed but kept indefinitely for record purposes.
	Archival Action	Not required for permanent preservation by the National Archives.
16	Responsible Unit	Accounts/ADEH??
	Record Type	Request for a pressure test by the Environmental Health Practitioner (EHP).
	Description	F E006 (EN version only) Paper (p) A form indicating why such a pressure test is required and by whom and at which place. Approval is asked from the superior officers.
	Retention Period	Five (5) years after payment
	Remarks	Stand-alone file Destroy under confidential and certify conditions.
	Archival Action	Not required for permanent preservation by the National Archives.
17	Responsible Unit	Accounts/ADEH??
	Record Type	Approval from Senior Environmental Health Practitioner EEHP to EHP (related to Pressure test).
	Description	F E007 (EN version only) Paper (P) and electronic type (E).
	Retention Period	Five (5) years after payment
	Remarks	Stand-alone file. Destroy under confidential and certify conditions.
	Archival Action	Not required for permanent preservation by the National Archives.
18	Responsible Unit	Accounts/ADEH??
	Record Type	Works confirmation form (related to Pressure test)
	Description	F E008 (EN version only) Electronic type (E) This is required so that payment of services would be made to the water service in accordance with official agreement reached.
	Retention Period	Five (5) years after payment
	Remarks	Stand-alone file (When all approvals are available and the pressure test is performed, the form on the Request for a pressure test and the approval for pressure test by EEHP are inserted in a global DH file on the subject.) Destroy under confidential and certify conditions.
	Archival Action	Not required for permanent preservation by the National Archives.

19	Responsible Unit	Environmental Health Directorate
	Record Type	All documents/databases pertaining to including bathing water and infiltration water samples
	Description	F G007 Sample Request form (EN version only) F G006 Internal Sample form (EN version only) Paper (P) and electronic type. Data that is required while taking of samples. Same data is not referred to Public Health Lab as this requires protection from the person who are actually performing the analysis.
	Retention Period	Five (5) years – P & E
	Remarks	Stand-alone file - in future could be part of HIS program. Destroy under confidential and certify conditions. Any sample documentation used for Court proceedings to be inserted in contravention file.
	Archival Action	Not required for permanent preservation by the National Archives.
20	Responsible Unit	Environmental Health Directorate - Administration
	Record Type	Monthly Status reports
	Description	Paper (P) & (E) These are used to issue the Directorate's Annual statistics.
	Retention Period	Indefinitely
	Remarks	Stand-alone file. (electronically).
	Archival Action	Not required for permanent preservation by the National Archives.
21	Responsible Unit	Environmental Health Directorate
	Record Type	Acknowledgements in MT and EN versions.
	Description	F G013 & F G014. These are letters of acknowledgement referred with all applications /correspondence received at EHD , copy of which is inserted in the respective DH file for complacency.
	Retention Period	Indefinite
	Remarks	In respective DH file. To be inserted in respective DH files.
	Archival Action	Not required for permanent preservation by the National Archives.
22	Responsible Unit	Environmental Health Directorate -Port Health Services - Importation foodstuffs, contact materials, etc...
	Record Type	Documentation of importation of pharmaceuticals for retail and personal use.
	Description	Documentation of importation of pharmaceuticals for retail and personal use.
	Retention Period	Five (5) years
	Remarks	Destroy under confidential and certified conditions
	Archival Action	A random sample of five (5) records from each year is to be transferred to the National Archives for permanent preservation.

23	Responsible Unit	Tobacco Regulatory Unit
	Record Type	EHPCU - Documentation of the ingredient list and toxicological data covering tobacco products sold in Malta as required by legislation.
	Description	A G018 Registration of Retailers Intending to Engage in Cross-Border Distance Sales (EN version) A G019 Registrazzjoni ta' Bejjiegħa bl-Imnut etc. (MT version) A G020 Notification of Herbal Products for Smoking (EN version) A G021 Notifika ta' Prodotti Erballi għat-Tipjip (MT version) A G022 Notification of Novel Tobacco Products (EN version) A G023 Notifikazzjoni ta' Prodotti tat-Tabakk Ġodda (MT version) A G024 Notification of Electronic Cigarettes & Refill Containers (EN version) A G025 Notifikazzjoni tas-Sigaretti Elettronici u tal-Kontenituri ta' Rikarika (MT version) All mentioned forms are required by TPD (tobacco Products directive).
	Retention Period	Five (5) years – P & E from date of closure of such premises or registration.
	Remarks	Stand-alone file (electronically). Destroy under confidential and certified conditions Paper (P) and electronic type E.
	Archival Action	A random sample of one (1) record from every type of registration from each year is to be retained and transferred to the National Archives.
24	Responsible Unit	Various Units
	Record Type	DH file intended for Undertakings performed under the Public Health Act.
	Description	Inside this file there is inserted the form on Undertakings. This undertaking (agreement) is performed in virtue of the Public Health Act chapter 465, an official document through which the Department agrees by law with a person on what he needs to perform within a particular time frame. When such an agreement is signed by both parties one agrees to perform the tasks while the Directorate agrees not to issue a citation for that agreed time period.
	Retention Period	Five (5) years – P & E- after closing of undertakings. EHD will oblige itself to inform Registry when and if they know of such conclusion, so that DH file may be destroyed within five (5) years.
	Remarks	DH file is opened for every undertaking through DOCREG. Inside this file there is inserted the form on Undertaking. An undertaking register is kept indefinitely as per Public Health Act, this is kept electronically as an excel file; After expiry of the undertaking the form on the Closure of Undertakings is also inserted. These files are given the number DH 69/YYYY/Number. Destroy under confidential and certify conditions. Destroy under confidential and certify conditions. If case is referred to Court, the retention policy of five (5) will start from the date of sentence.
	Archival Action	Not required for permanent preservation by the National Archives.
25	Responsible Unit	Various Units
	Record Type	Abatement Notice: This is a requirement of the Public Health Act Chapter 465 of the Laws of Malta.
	Description	F E001 (EN & MT on one form) Paper (P) and Electronic type E. Such notice is issued by legal provisions to inform the person of what action needs to be made a particular time frame or else legal action would be instituted.
	Retention Period	Five (5) years – P & E-Copies are to be scanned and inserted in Health Inspectorate system- program (HIS) if part of a complaint investigation.
	Remarks	This is a stand-alone form however a copy is placed in the HIS (Health Inspectorate System program) while a copy may be inserted in a Green file (Environmental). Destroy under confidential and certify conditions. If legal action is taken inserted in contravention file.
	Archival Action	A random sample of five (5) notices from each year is to be transferred to the National Archives for permanent preservation.

26	Responsible Unit	Various Units
	Record Type	Nuisance Report
	Description	Paper (P) and Electronic Type (E) Such a report is done to inform the person who is infringing the law of what nuisance is being made and the time given to rectify such nuisance. Legal action would be instituted if such a nuisance is not rectified within the stipulated time frame.
	Retention Period	Five (5) years – P & E after closure (closure of investigation or closure of case at Court).
	Remarks	Saved in excel program for each Regional office, copy in HIS program and with contravention if legal action is instituted and in stand-alone file. Destroy under confidential and certify conditions.
	Archival Action	Not required for permanent preservation by the National Archives.
27	Responsible Unit	Various Units
	Record Type	Call for Inspection of complaints at Office form.
	Description	F G001 (EN & MT in one form) Paper (P) and electronic type (E) The official call at office form that is sent to individuals, when they are not found at home during our investigation visits. Copies of same may be requested by Magistrate to show that we had attended for the required investigation and requested the person to call at office.
	Retention Period	Paper after one (1) year and to be scanned and kept electronically in HIS Programme
	Remarks	Only as a note in HIS program.
	Archival Action	Not required for permanent preservation by the National Archives.
28	Responsible Unit	Various Units
	Record Type	Office refrigerator temperature records
	Description	F F040 (EN version only) Official temperature control records for sampling procedures.
	Retention Period	Two (2) years
	Remarks	Stand-alone file. Destroy under confidential and certify conditions. If a contravention is issued it has to be kept until court case is closed.
	Archival Action	Not required for permanent preservation by the National Archives.
29	Responsible Unit	Various Units
	Record Type	Public Health Emergencies
	Description	These are in virtue of the Public Health Act Chapter 465 and consist of the following: Public Health Emergency (letter) ; Public Health Emergency (Notice).
	Retention Period	Five (5) yrs. – P & E- after withdrawal and closure of the establishment.
	Remarks	Destroy under confidential and certify conditions. If legal action is taken, inserted in contravention file. These are with respect to any premises/establishments or activities as shown in the next column. These are powers established by law – Public Health Act Chapter 465 of the Laws of Malta.
	Archival Action	Not required for permanent preservation by the National Archives.

30	Responsible Unit	WRAU
	Record Type	Green File intended for the registration of cooling towers.
	Description	This green file is referenced as (Cooling Tower Ref CT and No). Inserted in this file there are the Application for the Registration of Cooling Tower System Evaporative Condensers, Legionella checklist form.
	Retention Period	Five (5) years after closure of the establishment and if there are court proceedings with respect to the premises after five (5) years from sentence.
	Remarks	With the original application on the Application for the Registration of Cooling Tower System and Evaporative Condensers Reference A E003 (EN & MT versions) a DH (Department of Health) file (grey) is opened. This is an official document required to be filled so that a person registers his/her Cooling Towers by virtue of Regulations. Destroy under confidential and certify conditions.
	Archival Action	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
31	Responsible Unit	WRAU
	Record Type	Green File intended for audit inspections inside Hotels, Boutique Hotels, Institutions and Apartments.
	Description	This green file is referenced as (Ref. H (Hotel) and No., BH (Boutique Hotel) and No., INS (Institution) and No., AP (Apartments) and No.) inserted in this file there are the Legionella checklist, Swimming Pools checklist (if a swimming is available) and a copy of the application on the registration for a Private Water Supplier (if a Reverse Osmosis is available on site).
	Retention Period	Five (5) years after closure of the establishment and if there are court proceedings with respect to the premises after five (5) years from sentence.
	Remarks	Inside this file there is inserted the Legionella inspection checklist; If inside a hotel there is also a swimming pool there will be inserted in this file the application A E002 (EN & MT versions) on the registration of a Swimming Pool as per Regulations. This official document is required to be filled so that a person registers his/her swimming pool by virtue of the Swimming Pool Regulations.
	Archival Action	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
32	Responsible Unit	WRAU
	Record Type	Green File intended for the registration of swimming pools, SPAs and Special Pools only.
	Description	This green file is referenced as (Ref. MISC and No.) Inserted in this file there are the Application form for the Registration of Swimming Pools, SPAs and Special Pools and swimming pool etc. checklist form.
	Retention Period	Five (5) years after closure of the pool and if there are court proceedings with respect to the pool/premises after five (5) years from sentence.
	Remarks	Inside this file there is inserted the application A E002 (EN & MT versions) on the registration of a Swimming Pool as per Regulations. This official document is required to be filled so that a person registers his/her swimming pool by virtue of the Swimming Pool Regulations. Destroy under confidential and certify conditions. Destroy under confidential and certify conditions.
	Archival Action	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.

33	Responsible Unit	WRAU
	Record Type	DH file is created when a notification of a case of Legionella is received.
	Description	The file comprises of the notification received via the Infectious Disease Prevention and Control Unit.
	Retention Period	Ten (10) years after the outbreak and a copy to be inserted in the Green file.
	Remarks	These DH files are created through the registry of the Ministry for Health and are given the sequence number DH file 123/YYYY/No Destroy under confidential and certify conditions.
	Archival Action	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
34	Responsible Unit	WRAU/EHRM
	Record Type	Green File intended for schools inspections related to Environmental Issues.
	Description	This green file regarding Schools there is inserted the School Inspection checklist.
	Retention Period	Five (5) years after closure of the school and if there are court proceedings with respect to the premises/school after five (5) years from sentence.
	Remarks	Inside this green file there is inserted the School Inspection checklist Ref. F E002 etc. Destroy under confidential and certify conditions.
	Archival Action	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
35	Responsible Unit	Port Health Unit
	Record Type	Documentation re-importation of Cremated Ashes
	Description	Soft Copy
	Retention Period	Indefinite
	Remarks	Stand-alone file (electronically).
	Archival Action	To be retained indefinitely by the origination office.
36	Responsible Unit	Port Health Unit
	Record Type	Documentation related to the Transport Malta approval in to verify compliance re-sewage tank on registered vessels
	Description	Soft Copy
	Retention Period	3 Years
	Remarks	Stand-alone file (electronically). Destroy under confidential and certified conditions electronic type E.
	Archival Action	Not required for permanent preservation by the National Archives.
37	Responsible Unit	ADEH
	Record Type	Vehicle logbook – DH 23 (A4 Size)
	Description	Daily staff transport records. Each driver lists out each trip according to the car he/she uses.
	Retention Period	Two (2) years
	Remarks	Kept in case of complaints or vehicle accidents.
	Archival Action	Not required for permanent preservation by the National Archives.