



Central Archive, Hospital Street, Rabat, RBT1043, MALTA

Tel (+356) 2602 3800 • www.nationalarchives.gov.mt • rmu.archives@gov.mt

Implementation of a Retention Policy for the records that are created and managed by the Environmental Health Directorate within the Ministry for Health and Active Aging

REP2025-33 (V.2)

Following discussions between the National Archives (NAM) and the Environmental Health Directorate within Ministry for Health and Active Aging, and the review of the records in question, we are here authorising the implementation of the attached retention schedule (REP2025-33) for the records that are created and managed by the Environmental Health Directorate within the Ministry for Health and Active Aging.

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 18 December 2025.

A blue ink signature of Prof Charles Farrugia, consisting of a stylized, flowing script.

Prof Charles Farrugia
National Archivist and CEO

A blue ink signature of Mr Bernard Schembri, featuring a large, bold, stylized initial 'B' followed by a horizontal line.

Mr Bernard Schembri
Assistant Director (Environmental Health)
Department for Health Regulation

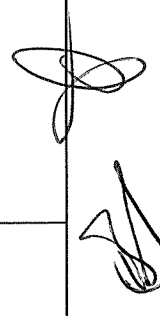
Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
1	Department of Health Regulation	Environmental Health Directorate Administration & Sanctions Unit	Contraventions	Contraventions are issued by the Health Inspectorate when breach 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.	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.	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.	Not required for permanent preservation by the National Archives.
2	Department of Health Regulation	Environmental Health Directorate Assistant Director	Personal data & photos of staff at regions/Units/sections.	Electronic type (E)	When staff is transferred and or resigned any personal data is to be omitted.	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.	Not required for permanent preservation by the National Archives.
3	Department of Health Regulation	Environmental Health Directorate Assistant Director	Internal requisitions	Paper (P) and electronic type (E)	Three (3) years	Stand alone file. Destroy under confidential and certify conditions.	Not required for permanent preservation by the National Archives.




Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
4	Department of Health Regulation	Environmental Health Directorate - Assistant Director	DH file intended for applying for a gravesite.	Inside this file there is inserted the form for the application of a grave - A G004 (EN & MT on one form).	Indefinite as these files cannot be destroyed in view of ownership of graves.	These DH file are files opened through the registry of the Ministry for Health and are given the sequence number DH file 39/YYYY/No.	To be retained indefinitely by the origination office.
5	Department of Health Regulation	Environmental Health Directorate - Burials Administration Unit	DH file intended for applying for a gravesite.	Inside this file there is inserted the form for the application of a grave - A G004 (EN & MT on one form).	Indefinite as these files cannot be destroyed in view of ownership of graves.	These DH file are files opened through the registry of the Ministry for Health and are given the sequence number DH file 39/YYYY/No.	To be retained indefinitely by the origination office.
6	Department of Health Regulation	Environmental Health Directorate - Burials Administration Unit	Permit to enter Cemetery MT and EN Versions.	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 filmingf , 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.	Two (2) years	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.	Not required for permanent preservation by the National Archives.
7	Department of Health Regulation	Environmental Health Directorate - Burials Administration Unit	Application form to affix Lapida in Cemetery MT and EN version.	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.	Indefinite	Kept in respective grave file (DH). This is approved by the Cemetery Board and when approved placed in the Grave file.39/YYYY/No.	To be retained indefinitely by the origination office.
8	Department of Health Regulation	Environmental Health Directorate - Burials Administration Unit	Application for a grave.	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.	Indefinite	A DH File ref. 39/YYYY/No. is opened.	To be retained indefinitely by the origination office.




Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
9	Department of Health Regulation	Environmental Health Directorate - Burials Administration Unit	Declaration for works on monuments.	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.	Two (2) years	Stand alone file - DH file. Copy in Grave file when available. Destroy under confidential and certify conditions.	Not required for permanent preservation by the National Archives.
10	Department of Health Regulation	Environmental Health Directorate - Burials Administration Unit	Declaration for Burial.	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 effected.	Indefinite	Copy in grave file DH 39/YYYY/No. To be inserted in respective file.	Not required for permanent preservation by the National Archives.
11	Department of Health Regulation	Environmental Health Directorate - Burials Administration Unit	Declaration for cleaning of graves.	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 effected only after the laps of 2 years from the last burial.	Indefinite	Copy in grave file (DH) 39/YYYY/No please refer to row 12. To be inserted in respective file.	Not required for permanent preservation by the National Archives.
12	Department of Health Regulation	Environmental Health Directorate - Environmental Health Risk Management	DH file intended for the registration of a cesspit or to sanction a cesspit, this is a request for SPH Licencing.	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.	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 a laps of five (5) years.	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. This form is no longer being used for food related issues. It is used at regional level when there is an application of a cesspit, and in this case a DH file is opened. These DH file are created through the registry of the Ministry for Health 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.	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.



Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
13	Department of Health Regulation	Environmental Health Directorate - Environmental Health Risk Management	DH file intended for the processing of Planning Authority applications	This file comprises of all the documents referred through the Planning Authority mainly through the e-application system.	Indefinite- The Environmental Health Directorate created the conditions within the same file.	These DH file are files opened through the registry of the Ministry for Health and are given the sequence number DH file 54/YYYY/No Destroy under confidential and certify conditions.	To be retained indefinitely by the origination office.
14	Department of Health Regulation	Environmental Health Directorate - Environmental Health Risk Management	Seizure Forms: Seizure of items such as Tattoo equipment. but not food related. 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.	Form Ref F E003 (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/her responsibility by law if the items are kept at his/her end for safekeeping.	Three (3) years if released without further action. If further action is taken forms are to be kept for five (5) years. Minuted in FPR file.	A copy may also be placed in the respective Peach File (food) or 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.	A random sample of five (5) forms from each year is to be transferred to the National Archives for permanent preservation.
15	Department of Health Regulation	Environmental Health Directorate - Environmental Health Risk Management	Zika (Virus) Risk Assessment Checklist	F E009 (EN version only) paper (P) A check list that is used by officers that assess re Zika Risk as per Public Health issues.	Two (2) years	Stand alone file. Destroy under confidential and certify conditions.	Not required for permanent preservation by the National Archives.
16	Department of Health Regulation	Environmental Health Directorate - Environmental Health Risk Management	Reports and approvals issued for licencing bodies/applicants.	Paper (P)	Five (5) years	Stand alone file . Destroy under confidential and certify conditions. A copy of the filled form is not kept electronically but all the information is kept in a data base and in a register.	Not required for permanent preservation by the National Archives.
17	Department of Health Regulation	Environmental Health Directorate - Environmental Health & Water Regulatory & Auditing Unit	Request for a pressure test by the Environmental Health Practitioner (EHP).	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.	Five (5) years after payment to Water Services Corporation (WSC).	Stand alone file Destroy under confidential and certify conditions.	Not required for permanent preservation by the National Archives.



Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
18	Department of Health Regulation	Environmental Health Directorate - Environmental Health & Water Regulatory & Auditing Unit	Approval from Senior Environmental Health Practitioner SEHP to EHP (related to Pressure test).	F E007 (EN version only) Paper (P) and electronic type (E).	Five (5) years after payment to Water Services Corporation (WSC).	Stand alone file. Destroy under confidential and certify conditions.	Not required for permanent preservation by the National Archives.
19	Department of Health Regulation	Environmental Health Directorate - Environmental Health & Water Regulatory & Auditing Unit	Works confirmation form (related to Pressure test)	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.	Five (5) years after payment to Water Services Corporation (WSC)	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 SPEHO are inserted in a global DH file on the subject.) Destroy under confidential and certify conditions.	Not required for permanent preservation by the National Archives.
20	Department of Health Regulation	Environmental Health Directorate	All documents/databases pertaining to including bathing water and infiltration water and swabs.	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.	Five (5) years – P & E	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.	Not required for permanent preservation by the National Archives.
21	Department of Health Regulation	Environmental Health Directorate - Administration & Sanctioning Unit	Monthly Status reports	Paper (P) & (E) These are used to issue the Directorate's Annual statistics.	Indefinite	Stand alone file. (electronically).	To be retained indefinitely by the origination office.
22	Department of Health Regulation	Environmental Health Directorate	Acknowledgements in MT and EN versions.	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.	Indefinite	In respective DH file. To be inserted in respective DH files.	To be retained indefinitely by the origination office.
23	Department of Health Regulation	Environmental Health Directorate - Port Health Services	Documentation of importation of pharmaceuticals for retail and personal use.	Documentation of importation of pharmaceuticals for retail and personal use.	Five (5) years	Destroy under confidential and certified conditions	A random sample of five (5) records from each year is to be transferred to the National Archives for permanent preservation.

Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
24	Department of Health Regulation	Environmental Health Directorate - Tobacco Surveillance Unit	Documentation of the ingredient list and toxicological data covering tobacco products sold in Malta as required by legislation.	A G018 Registration of Retailers Intending to Engage in Cross-Border Distance Sales (EN version) A G019 Registrazzjoni ta' Bejjiegħa bi-Imnut etc. (MT version) A G020 Notification of Herbal Products for Smoking (EN version) A G021 Notifika ta' Prodotti Erbali għat-Tipip (MT version) A G022 Notification of Novel Tobacco Products (EN version) A G023 Notifikazzjoni ta' Prodotti ta' Tabakk Godda (MT version) A G024 Notification of Electronic Cigarettes & Refill Containers (EN version) A G025 Notifikazzjoni ta' Sigaretti Elettronici u ta' Kontenituri ta' Rikarika (MT version) All mentioned forms are required by TPD (tobacco Products directive).	Five (5) years – P & E from date of closure of such premises or registration.	Stand alone file (electronically). Destroy under confidential and certified conditions Paper (P) and electronic type E.	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.
25	Department of Health Regulation	Environmental Health Directorate	DH file intended for Undertakings performed under the Public Health Act.	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.	Five (5) years – P & E- after closing of undertakings. EHD Registry when and if they know of such conclusion, so that DH file may be destroyed within a laps of five (5) years.	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.	Not required for permanent preservation by the National Archives.




Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
26	Department of Health Regulation	Environmental Health Directorate	Abatement Notice: This is a requirement of the Public Health Act Chapter 465 of the Laws of Malta.	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.	Five (5) years – P & E-Copies are to be scanned and inserted in Health Inspectorate system-Program (HIS) if part of a complaint investigation.	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.	A random sample of five (5) notices from each year is to be transferred to the National Archives for permanent preservation.
27	Department of Health Regulation	Environmental Health Directorate	Nuisance Report	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.	Five (5) years – P & E after closure (closure of investigation or closure of case at Court).	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.	Not required for permanent preservation by the National Archives.
28	Department of Health Regulation	Environmental Health Directorate	Call for Inspection of complaints at Office form.	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.	Paper after one (1) year and to be scanned and kept electronically in HIS program.	Only as a note in HIS program.	Not required for permanent preservation by the National Archives.
29	Department of Health Regulation	Environmental Health Directorate	Office refrigerator temperature records	F F040 (EN version only) Official temperature control records for sampling procedures.	Two (2) years	Stand alone file. Destroy under confidential and certify conditions. If a contravention is issued it has to be kept until court case is closed.	Not required for permanent preservation by the National Archives.
30	Department of Health Regulation	Environmental Health Directorate	Public Health Emergencies	These are in virtue of the Public Health Act Chapter 465 and consist of the following: Public Health Emergency (letter) ; Public Health Emergency (Notice).	Five (5) yrs. – P & E- after withdrawal and closure of the establishment.	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.	Not required for permanent preservation by the National Archives.

Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
31	Department of Health Regulation	Environmental Health Directorate - Water Regulatory and Auditing Unit	Green File intended for the registration of cooling towers.	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.	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.	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.	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
32	Department of Health Regulation	Environmental Health Directorate - Water Regulatory and Auditing Unit	Green File intended for audit inspections inside Hotels, Boutique Hotels, Institutions and Apartments.	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).	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.	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.	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
33	Department of Health Regulation	Environmental Health Directorate - Water Regulatory and Auditing Unit	Green File intended for the registration of swimming pools, SPAs and Special Pools only.	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.	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.	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.	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
34	Department of Health Regulation	Environmental Health Directorate - Water Regulatory and Auditing Unit	DH file is created when a notification of a case of Legionella is received.	The file comprises of the notification received via the Infectious Disease Prevention and Control Unit.	Ten (10) years after the outbreak and a copy to be inserted in the Green file.	These DH file 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.	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.

Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
35	Department of Health Regulation	Environmental Health Directorate - Environmental Health & Water Regulatory & Auditing Unit	Green File intended for schools inspections related to Environmental Issues.	This green file regarding Schools there is inserted the School Inspection checklist.	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.	Inside this green file there is inserted the School Inspection checklist Ref. F E002 etc. Destroy under confidential and certify conditions.	A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
36	Department of Health Regulation	Environmental Health Directorate - Port Health Services	Documentation re-importation of Cremated Ashes	Soft Copy	Indefinite	Stand alone file (electronically).	To be retained indefinitely by the origination office.
37	Department of Health Regulation	Environmental Health Directorate - Port Health Services	Documentation related to the Transport Malta approval in to verify compliance re-sewage tank on registered vessels	Soft Copy	3 Years	Stand alone file (electronically). Destroy under confidential and certified conditions electronic type E.	Not required for permanent preservation by the National Archives.
38	Department of Health Regulation	Environmental Health Directorate - Assistant Director	Vehicle logbook – DH 23 (A4 Size)	Daily staff transport records. Each driver lists out each trip according to the car he/she uses.	Two (2) years	Kept in case of complaints or vehicle accidents.	Not required for permanent preservation by the National Archives.
39	Department of Health Regulation	Environmental Health Directorate - Port Health Medics	Monitoring or control measures of health threat from travellers or conveyances or vessels or seafarers from affected regions	email Notifications and IT platforms	Five (5) years		A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
40	Department of Health Regulation	Environmental Health Directorate - Port Health Medics	WHO - Event Information Systems alerts of Public Health threats or from other relevant Epi-Intelligence sources	email Notifications and IT platforms	Five (5) years		A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.

Key	Unit/Dept.	Category	Record Type	Description	Retention Period	Remarks	Archival Action - When the retention period expires
41	Department of Health Regulation	Environmental Health Directorate - Port Health Medics	IHR - NFP communications or notification of event of health threats counterpartd in other State Parties	emails	Five (5) years		A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
42	Department of Health Regulation	Environmental Health Directorate - Port Health Medics	Imports of medicinals or related pharmaceuticals or appliances or reagents, for manufacturing and wholesaler	emails and peper based imports documentation	Five (5) years		A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.
43	Department of Health Regulation	Environmental Health Directorate - Port Health Medics	Other official government memos or communication relevant to PHMS duties	emails and peper based correspondences	Five (5) years		A random sample of five (5) files from each year is to be transferred to the National Archives for permanent preservation.

