



Malta Police Force

# Data Retention Schedule

Policy Document

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## Document and Version Control

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This document is maintained by the Malta Police Force. Suggestions for improvement and comments relating to the accuracy and currency of the document should be forwarded to the Data Protection Officer.

This document sets out the periods of retention of personal data processed, and documents held, by the Malta Police Force. It contains the categories and types of personal data and documents that are being processed or maintained by the Malta Police Force and outlines the steps that needs to be taken in order ensure that personal data and documents that are no longer required, are deleted and destroyed. This document complements the Data Protection Policy (PoI-DPP).

The version number is allocated when it has been approved. Any major revisions will be designated by the next whole number (e.g. version 2.0, 3.0, 4.0). Any minor changes will increase incrementally by hundredths (e.g. 2.1, 2.2, 2.3). The current version number will appear on the front cover, footer and Table 1 of this Policy.

Table 1 – Version Control

Version Number	Approval Date	Changelog
Version 2.1	23/08/2022	<ul style="list-style-type: none"><li>• Addition of the records held by the Criminal Records Office</li></ul>
Version 2.0	14/09/2021	<ul style="list-style-type: none"><li>• Adoption of the retention periods under PART A as approved by the IDPC on 10/09/2021</li><li>• Addition of the 'EU Matters' Section</li></ul>
Version 1.1	13/04/2021	<ul style="list-style-type: none"><li>• Addition of new Record Types</li><li>• Changes in some Retention Periods</li><li>• Revision of the Actions to be Taken When Retention Period Expires</li></ul>
Version 1.0	01/02/2021	<ul style="list-style-type: none"><li>• First Release</li></ul>

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## Acronyms, Terminology & Definitions

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- i. **CLEP** – Criminal Law Enforcement Purposes
- ii. **DPO** – Data Protection Officer
- iii. **MPF** – Malta Police Force (Also referred to as the Department)
- iv. **NPS** – National Police System
- v. **SOP** – Standard Operating Procedure

- 01. **Criminal Law Enforcement Purposes** – Purposes for the prevention, investigation, detection and prosecution of criminal offences, including the safeguarding against and the prevention of threats to public security.
- 02. **Data Controller** – Means a person who alone or jointly with others determines the purpose/s and means of the processing of personal data. For the purpose of this document, and unless the context indicates otherwise, it is the Commissioner of Police.
- 03. **Data Subject** – A natural person to whom the personal data relates (alive and identifiable).
- 04. **Personal Data** – Personal data refers to information that directly or indirectly identifies a natural person through physical, physiological, mental, economic, cultural or social factors.
- 05. **Processing** – Any operation or set of operations which is performed on personal data or on sets of personal data, such as: collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- 06. **Records** – Personal data, files, books and documents, including those processed or kept in electronic form.

## Policy Statement

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This Policy establishes the retention periods in relation to personal data processed, and files and documents held, by the Malta Police Force (MPF). It complements the Data Protection Policy of the MPF. It applies to data processed, and documents used, by members of the MPF and its civilian employees in all sections, branches, units and offices. Where the retention periods for personal data are specifically provided by law, such law shall apply. This policy applies to both manual and electronic records.

It is a principle of data protection that personal data which is no longer required shall be erased and/or destroyed without undue delay. This principle is articulated under Regulation 4 (1)(e) of the Data Protection (Processing of Personal Data by Competent Authorities for the Purposes of the Prevention, Investigation, Detection of Prosecution of Criminal Offences or the execution of Criminal Penalties) Regulations (S.L.586.08), and further enforced in Regulation 5 thereof, when the processing of personal data takes place for criminal law enforcement purposes (CLEP), and Regulation (EU) 2016/679 of the European Parliament and the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), when the processing is conducted for any other purpose.

Furthermore, Regulation 5 of S.L.586.08 creates a legal obligation on the Commissioner of Police, being the data controller in relation to personal data processed by the MPF, to establish a data retention policy for personal data processed for CLEP. Such retention policy shall be reviewed and approved by the Information and Data Protection Commissioner (IDPC). Hence, the retention periods established in relation to the records listed under Part A have been approved by the IDPC.

Public officers are also bound by the National Archives Act (Chapter 477 of the Laws of Malta), which requires that all public documents of endurance value, be retained for archiving purposes.

Throughout the drafting of this document, in the preparatory stages, discussions were held with the National Archivist so as to agree on the records that are of interest to be kept in the National Archives. To that end, an effort was made to strike a balance between the requirements of the National Archives Act and the data protection rights of individuals, and the operational requirements of the MPF.

It is also pertinent to note that appropriate logs need to be kept prior to destructing or passing over documents to the National Archivist in the records of the respective sections, branches, units and offices where the personal data and documents are processed or kept.

The modes of destruction which shall be employed may differ according to the medium containing the records. Hence, different rules and procedures may apply for the destruction of records kept in electronic form and paper-based records. Therefore, it is important that the destruction of records is conducted in accordance with the applicable procedures, providing also for the keeping of the appropriate audit trail logs prior to the disposal of the said records.

Members of the MPF and employees are to consult with the Data Protection Officer (DPO) before any records are destructed or removed to ensure compliance with this document and the legal requirements.

## Retention Schedule

The retention schedule established in this document provides the retention periods for different categories of personal data and documents processed by the MPF.

An effort has been made to identify and list all categories of personal data and documents processed and held by the MPF (records). Should there be any document not listed in the Schedule, the DPO is to be informed at the earliest so that this policy is updated accordingly.

## PART A – Records related to CLEP

This part lists the retention periods of records that are processed or kept in relation to CLEP. The retention periods established have been reviewed and approved by the IDPC in accordance with Regulation 5 of S.L.586.08.

In determining the appropriateness of the retention periods for the records established under this PART, account was taken of the following factors, where applicable:

- The minimum age of criminal responsibility
- The period of prescription in respect of criminal offences
- The seriousness of the offences
- The legal terms and consequences of recidivism
- Intelligence and operational requirements of the MPF
- Possibility of subsequent actions and challenges on constitutional grounds or for other reasons concerning human rights or procedural impropriety
- Public Interest

Notwithstanding any provision under this part providing that a record is to be transferred to the National Archives, where such record contains a document or information that was made available or received from a public entity, authority, body or agency in another Member State or by an institution, body or agency of the European Union, or a competent authority in a third country or an international organisation within the context of police cooperation, such document or information shall be removed from such record and destroyed nonetheless prior to transferring the record to the National Archives.

## Section 1: Criminal Investigation Files and Reports

This section refers to criminal investigation files and reports entered in the National Police System (NPS) for the purposes of the prevention, investigation, detection and prosecution of criminal offences.

The retention periods established in this part of the schedule shall start to run from the date of a final and definitive judgment of a Court relative to the case. Where the same case involves more than one criminal offence, the Criminal Category shall be determined according to the offence carrying the highest punishment.

Where the offender commits a series of criminal offences to which a final and definitive judgement has been given by the Court relative to the case, and such records have not yet been disposed of, such files and records may be grouped together with the new criminal offense file to exhaust all possible investigations of the new case.

Where the offender is unknown in terms of Article 692 of the Criminal Code, a retention period of eighty-five (85) years from the creation of the record shall apply. Upon the expiration of such period, action shall be taken according to the relative Criminal Category.

Where the criminal action is barred by prescription, the retention periods established in this part of the schedule shall start to run from the date when the criminal action becomes so barred.

Under this section, only the Investigation Files are to be transferred to the National Archives where the action to be taken when the retention periods in relation to a record expires requires that such record is to be so transferred. Moreover, an effort must be made to ensure that a sample of records contains investigation files related to different types of criminal offences.

Records Type	Description	Retention Period	Action to be taken when retention period expires
<b>Criminal Category A</b> <i>Records related to criminal offences where the criminal action is barred by the lapse of twenty (20) years (Article 688(a) of the Criminal Code)</i>	Crimes liable to the punishment of imprisonment for a term of not less than twenty years	Twenty-five (25) years	All records are to be transferred to the National Archives for permanent preservation.
<b>Criminal Category B</b> <i>Records related to criminal offences where the criminal action is barred by the lapse of fifteen (15) years (Article 688(b) of the Criminal Code)</i>	Crimes which are liable to imprisonment for a term of less than twenty but not less than nine years	Twenty (20) years	All records are to be transferred to the National Archives for permanent preservation.
<b>Criminal Category C</b> <i>Records related to criminal offences where the criminal action is barred by the lapse of ten (10) years (Article 688(c) of the Criminal Code)</i>	Crimes which are liable to imprisonment for a term of less than nine but not less than four years	Fifteen (15) years	A random sample of five percent (5%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Criminal Category D</b> <i>Records related to criminal offences where the criminal action is barred by the lapse of five (5) years (Article</i>	Crimes which are liable to imprisonment for a term of less than four years but not less than one year	Ten (10) years	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.

<i>688(d) of the Criminal Code)</i>			
<b>Criminal Category E</b> <i>Records related to criminal offences where the criminal action is barred by the lapse of two (2) years (Article 688(e) of the Criminal Code)</i>	Criminal cases liable to imprisonment for a term of less than one year, or to a fine ( <i>multa</i> ) or to the punishments established for contraventions	Six (6) years	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Criminal Category F</b> <i>Records related to criminal offences where the criminal action is barred by the lapse of three (3) months (Article 688(f) of the Criminal Code)</i>	Contraventions or other crimes liable to the punishment established for contraventions	Three (3) years	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.

## Section 2: Documents related to Court Proceedings

The retention periods established under this section apply only when the respective record does not form part of an investigation file, such as in cases that are dealt with summarily by the Court of Magistrates as a Court of Criminal Judicature. Where an investigation file exists and the records listed in this section form part of such investigation file, the retention periods under Section 1 shall apply to such records.

Records Type	Description	Retention Period	Action to be taken when retention period expires
<b>Court Case Documents</b>	The summons, subpoenas, charge sheets, affidavits, and any other document, whether contained under this section or otherwise, when compiled and attached together for Court sittings purposes	Two (2) years from the date of definitive judgment or decision	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Summons and Subpoenas</b>	Summons of the accused and subpoenas of witnesses	Two (2) years from the date of definitive judgment or decision	Not required for permanent preservation by the National Archives. Destroy expired records.

<b>Charge Sheets</b>	Charge Sheets ( <i>Komparixxi</i> ) issued by the Police to the accused (Court of Magistrates as a Court of Criminal Judicature)	Two (2) years from the date of definitive judgment or decision	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Affidavits</b>	A sworn document containing the testimony of Police Officers submitted in Local Tribunals and Court throughout proceedings	Two (2) years from the date of definitive judgment or decision	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Offence/Contravention Tickets &amp; Notices</b>	Copies of Offence/Contravention Tickets & Notices issued	Two (2) years from the date of definitive judgment or decision	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Registers and Log Books of Summons and Subpoenas</b>	Registers and Log Books containing lists of summons and subpoenas	Two (2) years from the last entry	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Detainee Books at Police Stations</b>	Log books containing records of arrested person in Police Stations	Three (3) years from date of last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Detainee Books at Lock-Up</b>	Log books containing records of arrested person in the Police Lock-Up	Twelve (12) years from date of last entry	A random sample of one percent (1%) of the records to be retained and transferred to the National Archives. Destroy remaining records.
<b>Court Books (<i>Sittings &amp; Kumpilazzjonijiet</i>)</b>	A register of charges issued by Police Inspectors	Six (6) years from last entry	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Charge Books</b>	Draft books where charges to be issued are recorded prior to being entered in the computer system	Three (3) years from the date of the last entry	Not required for permanent preservation by the National Archives. Destroy expired records.

### Section 3: Information processed by the Community Policing Teams

Records Type	Description	Retention Period	Action to be taken when retention period expires
<b>Information processed in the Community Policing Electronic Platform</b>	Information processed by the Community Policing Teams via the dedicated electronic platform for Community Policing purposes	Eighteen (18) Months	Not required for permanent preservation by the National Archives. Destroy expired records.

### Section 4: Video Footages Captured for CLEP

Records Type	Description	Retention Period	Action to be taken when retention period expires
<b>Video Footages captured by Body-Worn Cameras</b>	Footages captured by Body-Worn Cameras operated by Police Officers in the course of their duties	Ninety (90) days	Not required for permanent preservation by the National Archives. Destroy expired records.

### Section 5: Information processed pursuant to Schengen Information System Alerts

Records Type	Description	Retention Period	Action to be taken when retention period expires
<b>SIS Alerts – No Action</b> <i>(Applicable to all records under this section in which no action is taken at national level)</i>	Information processed pursuant to alerts in the Schengen Information System and regarding which no action is taken at national level	One (1) from the deletion of the respective alerts	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>SIS Alert – Wanted Person</b>	Information processed pursuant to alerts in the Schengen Information System in relation to alerts for arrest for extradition or surrender	Ten (10) years from the day on which the extradition or surrender takes place or from the from which a	Transfer all records to the National Archives for permanent preservation.

		rejection is pronounced by the competent judicial authorities	
<b>SIS Alert – Entry Ban</b>	Information processed pursuant to alerts in the Schengen Information System in relation to alerts for the purpose of refusing entry into the Schengen territory	Five (5) years from the day of the completion of the action when the alert is issued by another Member State  Five (5) years from the day of the deletion of the alert applies for the Sirene Office	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>SIS Alert – Missing Person (Protection)</b>	Information processed pursuant to alerts in the Schengen Information System in relation to alerts on missing minors or missing adults requiring protection	Five (5) years from the day of the closure of the case	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>SIS Alert – Missing Person (Whereabouts)</b>	Information processed pursuant to alerts in the Schengen Information System in relation to alerts on missing adults whose whereabouts only were required	One (1) year from the day of the deletion of the alert	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>SIS Alert – Persons Searched by Judicial Authorities</b>	Information processed pursuant to alerts in the Schengen Information System in relation to alerts on persons searched by judicial authorities	Three (3) years from the day on which the alert is deleted	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>SIS Alert – Discreet or Specific Checks on Persons and Objects</b>	Information processed pursuant to alerts in the Schengen Information System in relation to alerts on persons and objects for the purpose of discreet or specific checks	Ten (10) years from the day on which the alert is deleted	Not required for permanent preservation by the National Archives. Destroy expired records.

<b>SIS Alert – Seized Objects</b>	Information processed pursuant to alerts in the Schengen Information System in relation to objects which are seized	Three (3) years from repatriation of the objects	Not required for permanent preservation by the National Archives. Destroy expired records.
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## Section 6: Information processed by the International Relations Unit

Records Type	Description	Retention Period	Action to be taken when retention period expires
<b>Europol National Unit Files</b>	Information processed in relation to requests pursuant to the instruments regulating the exchange of information via the Europol channels	Three (3) years from the day on which a final reply is sent	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Interpol National Bureau Files (Seized Vehicles)</b>	Information processed pursuant to Interpol alerts in relation to vehicles which are seized	Three (3) years from the repatriation of the vehicle	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Interpol National Bureau Files</b>	Information processed in relation to requests pursuant to the instruments regulating the exchange of information via the ICPO-Interpol channels	Five (5) years from the day on which a final reply is sent	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Police Cooperation Files</b>	Information processed in relation to requests for police cooperation pursuant to Council Framework Decision 2006/960/JHA, Title III of the Schengen Convention, and the instruments regulating the exchange of information via the Prüm Legal Framework	Five (5) year from the day on which a final reply is sent	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>European Investigation Order and Letters of Request Files</b>	Information collected for evidence purposes in execution of a European Investigation	Five (5) years from the day of the completion of the execution	Not required for permanent preservation by the National Archives. Destroy expired records.

	Order (EIO) and Letters of Request (LOR)		
<b>Sirene Office Files</b>	Information processed by the SIRENE Office pursuant or in relation to alerts in the Schengen Information System	As per the retention periods established under Section 5	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Extradition and Surrender Files</b>	Information processed pursuant or in relation to the execution of international arrest warrants and requests for extradition or surrender other than those listed under Section 4	Ten (10) years from the day on which the extradition or surrender takes place or from the from which a rejection is pronounced by the competent judicial authorities	Transfer all records to the National Archives for permanent preservation.

## Section 7: Information processed by the Passenger Information Unit

Records Type	Description	Retention Period	Action to be taken when retention period expires
<b>Passenger Name Record (PNR) data</b>	Data transferred by air carriers in terms of Article 9 of the Passenger Name Record (PNR) Data Act (Chapter 584)	Five (5) years from the date of receipt. <sup>1</sup>	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Requests for PNR data</b>	Requests submitted by competent national authorities either to access PNR data	Three (3) years from the date of the request.	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Requests to enter a Person on Watchlist</b>	Requests submitted by competent national authorities either to enter a person on the watchlist	Three (3) years from the removal of the person from the watchlist.	Not required for permanent preservation by the National Archives. Destroy expired records.

<sup>1</sup> All Passenger Name Record (PNR) data is depersonalised by masking on the lapse of six (6) months from receipt. Such data may be unmasked only upon the approval of a judicial authority or of the Information and Data Protection Commissioner.

## PART B – General Records

This part lists the retention periods established for all records processed or held by the MPF that do not fall under PART A.

### Section 8: Human Resources And Administration

Records Type	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Sick Leave Tele-Message</b>	Sick Leave Initiation and Resumption Messages on the NPS.	One (1) year from creation of message	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Vacation Leave Tele-Message</b>	Vacation Leave Initiation, Resumption and Other related Messages on the NPS.	Two (2) years from creation of message	Not required for permanent preservation by the National Archives. Destroy expired records.
<p>The data retention schedules in Annex A and Annex B to the <b>Data Protection – Public Administration Human Resources Corporate Procedures</b> issued by the Research &amp; Personnel Systems Directorate shall apply to the processing of personal data and documents by the MPF, and shall be construed as forming part of this policy.</p> <p>Such document may be found and downloaded from the following link:</p> <p><a href="https://intra.gov.mt/en/DataProtection/Pages/Data-Protection-Guidelines.aspx">https://intra.gov.mt/en/DataProtection/Pages/Data-Protection-Guidelines.aspx</a></p>			As per the Data Protection – Public Administration Human Resources Corporate Procedures.

### Section 9: Immigration Related Records

	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Central Immigration Office (CIO) Files</b>	These files are mainly used to extend the stay of a subject (non-EU) in Malta.	Ten (10) years after the lapse of the last day of the extension period granted	Not required for permanent preservation by the National Archives. Destroy expired records.

<b>Nationality Files</b>	These working documents are used in the application for citizenship process. Original papers are kept at the Department of Citizenship and Expatriate Affairs.	Five (5) years from the last entry (log) in the file	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Acquisition of Immovable Property (AIP) Files</b>	These files were submitted to the Police by third country nationals who wished to buy a property in Malta.	Five (5) years from the last entry (log) in the file	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Embarkation Cards</b>	These cards were used prior to joining the Schengen Area.	Five (5) years from date of entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Work Permits</b>	Files where the Police have been asked for their clearance before issuing a Working permit.	Five (5) years from date of issue of clearance	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Visa Applications</b>	All documentation related to visa applications.	Five (5) years from date of receipt of application	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Immigration Files (SB/IMM.)</b>	Files relating any of the following categories: - Request to regularize immigration position - Request to remove entry ban - VIP Visits - Security Checks - Vetting of Asylum seekers	Ten (10) years from date of event	A random sample of one percent (1%) of the records from each of the listed categories is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Immigration Files (Boats Entering Malta carrying Irregular Migrants)</b>	Records of boats entering in Malta carrying irregular migrants	Thirty (30) years from date of entry	Transfer all records to the National Archives for permanent preservation.
<b>Occurrences Books</b>	Register of issues and incidents encountered at the Border Crossing Points	Five (5) years from date of last entry	Transfer all records to the National Archives for permanent preservation.

<b>Crew and Passenger Lists</b>	List of the crew and passenger arriving on sea vessels	Five (5) years from receipt	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Visa Register</b>	Register Visas issued at the Border Crossing Points	Five (5) years	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Carrier Liability Files</b>	Files related to penalties issued to carriers under the Immigration Act	Three (3) years from the payment or recovery of the fine or the closure of the issue	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Border Management System Records</b>	Records of persons travelling from and to third-countries kept at the Border Management System	Five (5) years	Not required for permanent preservation by the National Archives. Destroy expired records.

## Section 10: Reports Not Concerning A Criminal Offence

Records Type	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Lost and Found Reports</b>	Reports lodged to the Police when objects are lost or found by a person.	Twenty (20) years from date report is lodged	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Road Accident Reports</b> <i>(for road traffic incidents involving a criminal offence, the rules applicable under PART A shall apply)</i>	Reports related to road incidents not involving a criminal offence.	Ten (10) years from the date report is lodged	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Missing Persons Reports</b>	Report lodged when a person is missing.	Five (5) Years from the date the missing person is found. If missing person is not found, retention period of hundred	A random sample of one percent (1%) of the records of persons found is to be retained and transferred to the National Archives.

		(100) years from date of report	All records of persons not found are to be retained and transferred to the National Archives.  Destroy remaining records.
<b>Cases of Civil Nature (for cases or incidents involving a criminal offence, the rules applicable under PART A shall apply)</b>	Cases reported to the Police entered under the classification of Cases of Civil Nature.	Five (5) years from date of report	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Other Miscellaneous Reports</b>	Any report classified as Miscellaneous that is not specifically catered for in this Section or that does not involve a criminal offence.	Ten (10) years from date of report	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.

## Section 11: Documents Relating to Applications For Permits And Licenses

Records Type	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Weapons (Arms)</b>	Applications related to permits or licenses relating to any weapon under the Arms Act and relative files.	Ten (10) years from the date of destruction of the weapon	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Weapons (Notifications To Travel Abroad With A Weapon)</b>	Notification to travel abroad with a firearm.	Three (3) years from date of return in Malta	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Explosives (Gunpowder or Firework Factory Licenses)</b>	Applications related to explosives under the Explosives Ordinance and relative files.	Twenty (20) years from the date of the expiry or end of the last paid license	Transfer all records to the National Archives for permanent preservation.
<b>Explosives (Other Permits and Licenses)</b>	Applications related to explosives under the Explosives Ordinance, other	Ten (10) years from the date of the expiry or end of the last paid license	A random sample of one percent (1%) of the records is to be retained and transferred to the

	than for gunpowder or firework Factory, such as applications to obtain license A, B, C, D (or any other category according to law) and relative files.		National Archives. Destroy remaining records.
<b>Private Guards and Community Officers Licenses</b>	Applications related to licenses relating to Private Guards and relative files.	Three (3) years from the date of the expiry or end of the last paid license	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Private Guards Agency and Academies Licenses</b>	Applications related to Private Guards Agency and relative files.	Three (3) years from the date of the expiry or end of the last paid license	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Village Feasts</b>	Applications received by the Commissioner of Police to issue permits to events related to Village Feasts and relative files.	Ten (10) years from the date of the last event in the application	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>One-Time events</b>	Applications received by the Commissioner of Police to issue permits for one-time events and relative files.	Ten (10) years from the date of the last event in the application	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Club Registration</b>	Applications received by the Commissioner of Police for the registration of clubs and relative files.	Ten (10) years from the date of the club being struck off from register	Transfer all records to the National Archives for permanent preservation.
<b>TV License / Dogs License / Boat License / Wireless License</b>	Applications relating to any license or permit issued by the Commissioner of Police in relation to TVs, Dogs, Boats and Wireless and relative files.	Ten (10) years from the date of the validity of the last paid license	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Quarries</b>	Applications received to operate a Quarry.	Twenty (20) Years from date of the validity of the last paid license, or from date of last activity	Transfer all records to the National Archives for permanent preservation.

		or operation in the quarry, whichever the latest	
<b>Refused Applications</b>	Any application for any of the above-listed license or permit that is refused, and the relative file.	Ten (10) years from date of refusal	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Revoked Permits or Licenses</b>	Any license or permit listed above that is revoked.	Twenty (20) years from date of revocation	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.

## Section 12: Various Books and other Documents

Records Type	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Lost &amp; Found Books</b>	A register of reported lost and found items.	Twenty (20) years from date of report	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Hand-Over Books</b>	Logs kept for hand-over purposes, including of firearms.	Ten (10) years from date of last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Station Diary / Commissioner Occurrences Books / Crime Books</b>	These books were used prior to the introduction of the NPS. However, some sections still use it.	Ten (10) years from date of last entry	Transfer all records to the National Archives for permanent preservation.
<b>Standing Orders Book / Commitment Book</b>	This is where officers wrote their 'memos' in relation to the general duties and upcoming commitments.	Ten (10) years from date of last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Towing Book</b>	A register used when a vehicle is towed, containing owner and incident details.	Ten (10) years from date of last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the

			National Archives. Destroy remaining records.
<b>Visitors Book / Officers Book</b>	This serves as a log book for when inspections are conducted by officers, usually during night patrol.	Ten (10) years from date of last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Incoming / Outgoing Messages Books</b>	Manual records of messages sent through the NPS and the Tele-Message System, that are printed and kept.	Ten (10) years from date of last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Magistrates Books</b>	This used to be like the Charge Book.	Ten (10) years from date of last entry	Transfer all records to the National Archives for permanent preservation.
<b>Cash Books</b>	Daily accounts are logged in this book. Usually at offices where payments are taken.	Twenty (20) years from date of last entry	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Trading License Register</b>	This is not within the remit of MPF. It contained licences of premises.	Twenty (20) years from date of last entry	Transfer all records to the National Archives for permanent preservation.
<b>Mdina (and/or other City) Entry Permits</b>	A book (Should only be at Rabat Police Station) containing list of permits to motor vehicles to enter Mdina issued by the Police.	Five (5) years from date of issuing permit	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Malta – Gozo Crossing vehicle registration plate register</b>	Logbook of all Registration plates of vehicles which crossed the channel between Malta and Gozo.	Five (5) years from date of last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Extra-Duty Book</b>	A register or extra duties, containing details on payment and third-party requesting the service.	Ten (10) years from last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.
<b>Detail Books</b>	Registers showing the rosters and details of duties and assigned to Police Officers.	Ten (10) years from date of last entry	A random sample of one percent (1%) of the records is to be retained and transferred to the National Archives. Destroy remaining records.

<b>Requests for the provision of Police Reports, Documents or Other Information (for Data Subject Requests or Freedom of Information Requests, the provisions of Section 14 shall apply)</b>	Any request submitted by a private party or a Public Entity, or order by a Court (except where such order is contained in a file regulated by another provision) to be provided with, or for the production of, a copy of a Police Report, document or other information.	Three (3) years from the provision or production of the Police Report, document or other information	Not required for permanent preservation by the National Archives. Destroy expired records.
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### Section 13: Video Footages and Audio Records

Records Type	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Incoming and Outgoing Calls over the 112 Emergency Line</b>	Recordings of content of calls made on the 112 Emergency Number, both incoming and outgoing calls.	Twenty-One (21) Days	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Incoming and Outgoing Calls over the Police Control Room PABX</b>	Recordings of content of calls made through the Police Control Room PABX, both incoming and outgoing calls.	Thirty (30) Days	Not required for permanent preservation by the National Archives. Destroy expired records.
<b>Footages captured by CCTV Systems</b>	Any footage captured by a CCTV maintained by the MPF.	Thirty (30) Days	Not required for permanent preservation by the National Archives. Destroy expired records.

### Section 14: Data Protection and Freedom of Information

Records Type	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Data Subject Requests</b>	Any Requests submitted by individuals to access their personal data,	Three (3) years from date of final reply to such request	Not required for permanent preservation by the National Archives. Destroy expired records.

	or to request the rectification or deletion thereof.		
<b>Freedom of Information Requests</b>	Any requests submitted by individuals in terms of the Freedom of Information Act (CAP.496) to access information or documents held by the MPF.	Three (3) years from date of final reply to such request	Not required for permanent preservation by the National Archives. Destroy expired records.

## Section 15: EU Matters

Records Type	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Travel Files (Non-Continuous)</b>	Files related to invitations for training, courses, meetings or conferences.	Two (2) Years from end or completion of event	Not Required for permanent preservation by the National Archives. Destroy expired records.
<b>Travel Files (Continuous)</b>	Files related to invitations for training, courses, meetings or conferences which are organized on a continuous basis.	Three (3) Years from end or completion of event	Not Required for permanent preservation by the National Archives. Destroy expired records.
<b>Missions, Deployments and Secondments</b>	Files related to EU police missions, secondments and deployments (details of secondments and deployments are recorded into the concerned officer's dossier). These records include the actual call issued by the EU mission, all applications submitted for the call and all relative procedure until an officer once selected is deployed (such as	Fifteen (15) Years from termination or completion of the mission, secondment and deployment	Transfer all records to the National Archives for permanent preservation.

	equipment needed travel details etc).		
<b>Questionnaires and Surveys</b>	Files related to replies by the Malta Police Force to questionnaires and surveys.	Five (5) years	A random sample of one (1) % of the records is to be retained and transferred to the National Archives for permanent preservation. Destroy remaining records.

## Section 16: Criminal Records Office

Records Type	Description	Retention Period	Action To Be Taken When Retention Period Expires
<b>Criminal Records Office (CRO) Returns</b>	Notification of Convictions to the Criminal Records Office for registration purposes (also known as results of cases).	10 years	Not Required for permanent preservation by the National Archives. Destroy expired records.
<b>Request for the Complete Records of Criminal Convictions Form</b>	Requests submitted for a copy of the Complete Records of Criminal Convictions (Fedina Penali) by the individual himself or any other person or authority allowed by law.	3 year from payment	Not Required for permanent preservation by the National Archives. Destroy expired records.
<b>Single Authorization Forms</b>	A form filled by the individual to whom a criminal record relates authorizing another person to request and be provided with a Conduct Certificate on his behalf.	3 years from payment	Not Required for permanent preservation by the National Archives. Destroy expired records.

## Contact Details

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Any question in relation to the interpretation or implementation of this policy shall be submitted to the DPO on any of the following:

**Address:**        *The Data Protection Officer*  
                         *Malta Police Force,*  
                         *Police Headquarters,*  
                         *St. Calcedonius Square*  
                         *Floriana FRN1531*  
                         *Malta*

**Email:**            [dpu.police@gov.mt](mailto:dpu.police@gov.mt)

**Telephone:**     (+356) 21224001