

|  |   |
|--|---|
| Public Entity  | The National Archives of Malta (NAM)  |
| Description of the department/directorate/entity's structure   | The National Archives of Malta (NAM) is a government entity which preserves and maintains the written record of the nation , guides the records management regime in the country and it also provides access to records of enduring value for research.   |
| Description of the department/directorate/entity's functions and responsibilities  | The mission of the National Archives is to preserve the collective memory of the Maltese nation through the protection and accessibility of all public archives regulated by the Archives Act (V-2005)  |
| General description of the categories of documents the department/directorate/entity holds (including exempt documents)  | HR and Salaries, Accounts and Procurement, Operations Documents, Legislation Drafts, Policy Drafts, Internal Memos, Ombudsman Cases,  |
| Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity) | PSMC, Procurement Legislation, Manual on Resourcing Policies and Procedures, Manual Regarding Positions of Assistant Director in the Public Service, Manual on the Procedure and Computation of Salaries, Manual of Allowances, Manual on Special Leaves, Manual on Work-Life Balance Measures, Manual on Transport and Travel Policies and Procedures, |

|   |   |
|---|---|
| <p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p> | <p>FOI Officer</p> <p>The National Archives of Malta,</p> <p>Head Office, 'Santo Spirito', Hospital Street</p> <p>Rabat RBT1043</p> <p>21459863</p>   |
| <p>Details of Internal Complaints Procedure</p>   | <p>Complaints may be submitted from the FOI portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via E-ID or through the online form, or by email. The complaint should be addressed to the Public Authority's FOI Officer, who shall bring the complaint to the attention of the officer/s responsible. The FOI officer shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta). The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Public Authority and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed. An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information.</p> |
| <p>Other Information</p>  | <p>Office Working Hours:<br/> Mon-Tue-Wed-Fri<br/> 07.15-14.30<br/> Thursday:<br/> 07.15-19.30</p> <p>Payments are to be made in cash or cheque at the business office of The National Archives of Malta<br/> Head Office, 'Santo Spirito', Hospital Street<br/> Rabat RBT1043</p>  |

Public Authority Contact Details

Head Office, 'Santo Spirito', Hospital Street  
Rabat RBT1043  
Foi.archives@gov.mt  
21459863