



Foundation for Social Welfare Services
Here for you

212 Cannon Road, Sta Venera, SVR 9034

Agency Appogg

Service	Data Sets	Retention Period
<i>Domestic Violence Unit (including Risk Assessment Service)</i>		
	Referral Form.	10 years
	Consent Form.	10 years
	Risk Assessment.	10 years
	Recording of Interventions.	10 years
	Closure Sheets.	10 years
<i>Multi Agency Risk Assessment Meeting (MARAM)</i>		
	Risk Assessment.	10 years
	Invitation to Meetings (to professionals from other Agencies).	10 years

Service	Data Sets	Retention Period
	Consent Form (for professionals attending the meetings).	10 years
	Meeting Agendas.	10 years
	Meeting Minutes.	10 years
	Attendance Sheets (signed by professional attendees).	10 years
	Communication between Agencies.	10 years
<i>LGBTIQ+ Service</i>		
	Reference Form.	10 years
	Consent Form.	10 years
	Recording of Interventions / Meetings.	10 years
	References.	10 years
	Case Documents.	10 years
<i>Għabex Shelter</i>		
	Referral Form.	10 years
	Consent Form.	10 years

Service	Data Sets	Retention Period
	Service Agreement.	10 years
	Risk Assessment.	10 years
	Recording of Interventions.	10 years
	Group Session Notes.	10 years
	Closure Sheets.	10 years
<i>STOP! the Violence and Abuse (including Child to Parent Service, Domestic Abuse Intervention Programme)</i>		
	Referral Form.	10 years
	Consent form.	10 years
	Service Assessments.	10 years
	Recording of Interventions.	10 years
	Group Session Notes.	10 years
	Closure Sheets.	10 years
<i>Supportline 179</i>		
	Referral Reports.	3 years
	Logs on Database.	3 years

Service	Data Sets	Retention Period
<i>Emergency Service</i>		
	Recording and Correspondence.	3 years
<i>Child Web Alert Helpline Cases</i>		
	Case Files.	10 years
	Closure Summary Sheet.	10 years
	Contact Sheet.	10 years
	Supervision.	10 years
	Others.	10 years
	Correspondence.	10 years
	Referrals.	10 years
	Case Reviews/Meetings.	10 years
	Diary Case Sheets.	10 years
<i>Administration Appogg</i>		
	Employees Personal Files.	10 years from termination

Service	Data Sets	Retention Period
	Purchase Orders Documents.	1 year
	Employee Salary Documents.	Indefinite
<i>Intake & Family Support Service (IFSS)</i>		
	Reference Form.	10 years
	Consent Form.	10 years
	Recording of Interventions / Meetings.	10 years
	References.	10 years
	Case Documents.	10 years
<i>Human Trafficking</i>		
	Reference Form.	10 years
	Consent Form.	10 years
	Recording of Interventions / Meetings.	10 years
	References.	10 years
	Case Documents.	10 years
<i>Sex Work Programme</i>		

Service	Data Sets	Retention Period
	Reference Form.	10 years
	Consent Form.	10 years
	Recording of Interventions / Meetings.	10 years
	References.	10 years
	Case Documents.	10 years
<i>Homeless Service</i>		
	Reference Form.	10 years
	Consent Form.	10 years
	Recording of Interventions / Meetings.	10 years
	References.	10 years
	Case Documents.	10 years
<i>Housing Service</i>		
	Reference Form.	10 years
	Consent Form.	10 years
	Recording of Interventions / Meetings.	10 years
	References.	10 years

Service	Data Sets	Retention Period
	Case Documents.	10 years
<i>Mater Dei Hospital (MDH)</i>		
Patients' records which holds Maltese Identification Number	Records containing all Medical History.	10 years after demise
Patients' records not holding an official Maltese Identification Document	Records containing all Medical History.	10 years after the last registered healthcare encountered
Patients' records which are listed as having a rare condition or disease	Records containing all Medical History.	Indefinite
<i>Sir Anthony Mamo Oncology Centre (SAMOC)</i>		
Records of patients who hold a Maltese Identification document / number	Records containing all the medical history of the patient suffering from cancer.	10 years after demise
Records of patients who do not hold a Maltese Identification document / number	Records containing all the medical history of the patient suffering from cancer.	Ten (10) years after the last registered Healthcare encounter
<i>CVSA – Care of Victims of Sexual Assault</i>		
CVSA – Care of Victims of Sexual Assault	Referral/Assessment form.	No Retention of Information at Agency

Service	Data Sets	Retention Period
ESP – Employment Support Programme		
ESP – Employment Support Programme	Recording and Correspondence.	10 years from the first contact
AACC – Active Ageing and Community Care		
AACC – Active Ageing and Community Care	Recording and Correspondence.	10 years after the demise of the client
MCH – Mount Carmel Hospital Social Workers		
MCH – Mount Carmel Hospital Social Workers	Recording and Correspondence.	10 years from the demise of client
Qormi Health Centre Social Workers		
Qormi Health Centre Social Workers	Recording and Correspondence.	10 years from the demise of client
CYPS – Children and Young People’s Service		
CYPS – Children and Young People’s Service	Recording and Correspondence.	10 years from the demise of client
Primary Health – Social work service	Recording and Correspondence.	10 years from the demise of client

Service	Data Sets	Retention Period
<i>SVPR – St Vincent De Paule Residence – Social workers</i>		
SVPR – St Vincent De Paule Residence – Social workers	Recording and Correspondence.	10 years from the demise of client