



UNIVERSITY
OF SKÖVDE

Guidelines for preservation and disposal of documents for research activities at the University of Skövde

These guidelines were adopted at the Vice-Chancellor's decision-making meeting on 9 April 2019 and replace the previous guidelines of 12 December 2005 (Reg.no. 316-05-113).

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1 Introduction

In accordance with the Archive Act (1990:782), the archives of public authorities are part of the national cultural heritage. The archives of public authorities must be preserved, maintained in order, and safeguarded in such a way that they ensure the following:

- The right of access to public documents.
- The need for information in the administration of justice and management.
- The needs of research.

It is therefore important that research documents are managed in a way that facilitates meeting these requirements. Properly handled, such information can provide a good insight into the methodology behind research projects, and research material can be made available to other researchers or to an interested general public.

The National Archives regulations RA-FS 1999:1, later revised RA-FS 2002:1, apply to documents received or created in the research activities of public authorities. As a public authority, the University of Skövde is subject to the rules governing the handling of public documents.

This implementing decision applies to research documents throughout the University of Skövde.

Research activities are defined as basic research, applied research and development work carried out at the University in accordance with Chapter 1, Section 2 p2 of the Higher Education Act (1992:1434).

Research projects are defined as research activities that are limitable in time and purpose, often linked to a specific assignment and/or certain persons.

In accordance with Section 6, RA-FS 1999:1, documents containing basic information on the purpose, methodology and results of each research project must always be exempted from disposal. Documents that reflect the context of the project with regard to, for example, financial conditions and external contacts, as well as reveal any changes in focus during the course of the work, should also be exempted from disposal.

In addition to what is stated in Section 6, RA-FS 1999:1, documents that must be exempted from disposal include those that:

- are deemed to have continuing scientific value,
- have a value for another field of research,
- are deemed to be of great scientific-historical, cultural-historical or personal-historical value, and those that
- are deemed to be of great public interest.

In accordance with Section 8, RA-FS 1999:1, the University shall decide on the application of the disposal regulation. When determining the disposal period or its timing, account must be taken that the documents are not disposed of before:

- the research results of each project have been presented and published or otherwise made public,
- a reasonable period of time has elapsed to allow the review of the documents in order to verify research results; and
- financial accounts have been drawn up.

Research documents must be stored in a secure manner and so that they are searchable. Confidential documents must be kept in locked storage. To transfer research documents to the University's archives, the University archivist must first be contacted to plan delivery. Disposal of research documents must be documented. A comprehensive account of the types of documents that have been disposed of must be submitted to the University's archivist. For examples of documents, see appendix.

At the start of the project, a decision must be made on how the documents within the project should be processed; for example, what is to be preserved, what is to be disposed of and how the documents are to be stored. This is a particular requirement when project documents contain sensitive personal data or confidential information. For more information, see the Archives Manual for the University of Skövde (Reg. no. HS 2018/420) and the Guidelines for the Processing of Personal Data at the University of Skövde (Reg. no. HS 2018/967).

2 Responsibilities and roles

Vice-Chancellor:	As head of the authority, the Vice-Chancellor is ultimately responsible for the handling of documents at the University.
Head of School:	Head of School is responsible for ensuring that his/her own activities comply with the regulations governing the handling of public documents by public authorities.
Project manager:	In practice, the project manager is responsible for the management of research documents. At the start of the project, a decision should be made with regard to what should be preserved or what should be disposed of. The project manager must ensure that the material is protected from destruction or unauthorised access. Research documents must be organised in a way that makes it easy to

identify what is to be preserved or what is to be disposed of. When the stipulated disposal period has ended, documents that can be disposed of may be disposed of. The documents due to be preserved must be delivered to the University's archives. The project manager should ensure that completed research projects are not split up or removed from the division or the University before any planned delivery to the archives.

Individual researcher: Each researcher is responsible for the documents handled during his/her own day-to-day activities. This includes ensuring that documents are registered and that the documents are organised in a way that makes it easy to identify what is to be preserved, disposed of or cleansed.

Archivist: The archivist is responsible for the preservation of documents once they have been handed over for archiving. The archivist also provides advice and support to the activities.

3 Handling instructions for research documents

3.1 Glossary

Preserve: Preserve means to store the document for all time. Documents must be preserved in their original state, with the content and form in which they were submitted to or produced by the public authority.

Dispose: Disposal means to destroy/discard so-called public documents and the information contained in public documents. Such documents may only be disposed of in accordance with statutory provision.

Cleanse: Cleanse means to remove and destroy documents that are not public documents and therefore should not be archived.

Registration: Registration is a form of record keeping. Research documents to be registered must be submitted to the University's Registry Officer without delay. Contact the Registry Officer if you have any questions.

3.2 Handling instructions

Research documents can be divided into four types of documents – administrative material, primary material, processing material and presentation material.

3.2.1 Administrative documents

Administrative documents consist of formal documents related to, for example, employment and project applications. These are public documents and must be registered and preserved.

Examples of documents:

- Written policies in the form of overall strategies, guidelines, plans and programmes relating to research, etc. Registered and preserved.
- Application documents: for example, grant applications, project budgets, financial reports, decisions, grant funds, minutes, funding certificates, Ethics Committee decisions. Registered and preserved.
- Project reports: for example, project descriptions, project plans, project document register, audit records. Registered and preserved.
- Documents relating to doctoral students: for example, admission decisions, individual study plans, financial follow-up, employment decisions Registered and preserved.
- Agreements, contracts. Registered and preserved.
- Correspondence. Important correspondence is registered and preserved.

3.2.2 Primary material

Primary material consists of the basic material/raw data of the research process. Primary material can be found in databases, electronic files, in images/photographs, audio recordings, biological material, etc.

Here, the National Archives prescribes the type of primary material that must be preserved. However, the National Archives allows primary material to be disposed of. In accordance with this decision,

primary material from research carried out at the University of Skövde may be disposed of 10 years after the end of the research project. However, a decision must be made as to whether the material should be preserved instead.

Examples of documents:

- Examples include questionnaire surveys, experimental protocols, lists, code and variable lists, interview material, statistics, laboratory log books, measurement and test results, maps, journals, lists, simulations and data models.

Can be disposed of 10 years after project completion. However, a decision must be made, based on the provisions set out in this Decision, as to whether information should be preserved.

3.2.3 Processing material

Processing material consists of non-public documents. May be discarded when the material is no longer needed.

Examples of documents:

- Working materials such as copies, drafts, concepts, sketches.

May be cleansed, i.e. discarded, when the information is no longer needed.

3.2.4 Presentation material

Presentation material consists of scientific publications. This must be preserved.

Examples of documents:

- Publications: e.g. reports, papers, articles, theses, lists of publications. To be preserved.
- Congress, conference and meeting documents from congresses, conferences and seminars organised by the division. To be preserved.

4 Entry into force

These revised guidelines were adopted at the Vice-Chancellor's decision-making meeting on 9 April 2019 and replace the previous guidelines of 12 December 2005 (Reg. no. 316-05-113.)

Appendix: Form for the disposal of research documents

Project name

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Registration number

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School

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Responsible researcher

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Date of disposal

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Types of documents disposed of*

Notes

*Examples of document types: data models, questionnaire survey templates, interviews with trial subjects, code lists, quarterly reports to financial contributors.