



LUND
UNIVERSITY

DECISION

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19 October 2013

Reg. no LS 2013/544

Vice-Chancellor

Document registration in a university-wide system

Background

In 1993, the vice-chancellor approved the rules on document registration and organisation of departmental documents (reg. no I A33 8513/93). The decision states that public documents are to be registered or kept organised in another way. However, there are no instructions that stipulate how this is to be carried out in practice.

Today, the conditions for document registration and case management have changed significantly. The amount of information has significantly increased and documents usually exist only in electronic format. Some documents are still in paper format; however, these can be digitalised through scanning, which facilitates distribution and access.

In this changed reality, higher demands are placed on standardised procedures for registration and classification of public documents. Part of meeting these new demands is the whole organisation using a university-wide system for document registration and that all documents, as far as possible, are stored electronically in this system. The change facilitates the searching and accessing of documents and case information. This applies both within a unit and across organisational boundaries. At the same time, in light of increased searchability and accessibility, privacy and integrity requirements must be taken into account.

Information on the application of this decision is presented in the university-wide Records Management Plan, which provides instructions on how different types of documents and cases are to be handled from registration to archiving.

The proposal has been circulated internally for comments.

A negotiation in accordance with Section 11 of the Swedish Employment (Co-Determination in the Workplace) Act took place on 5 December 2013.

Decision

The University decides that the following is to apply to all organisations within Lund University:

- documents subject to the registration requirement are to be registered in a university-wide document registration/case management system
- documents received and produced in paper format that are subject to the registration requirement are to be scanned and stored electronically in the document registration system unless there are special reasons to the contrary.

This decision applies as of 1 January 2014 and replaces the previous decision Document registration/organisation of departmental documents from 11 June 1993, reg. no I A 33 8513/93.

The decision on this matter was taken by the undersigned vice-chancellor in the presence of university director Susanne Kristensson following a presentation by university archivist Tomas Holmström. Head of office Cecilia Billgren participated in the processing of this matter.

Per Eriksson

Tomas Holmström
(Case Management and secretariat)

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