



LUNDS
UNIVERSITET

DECISION

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2 October 2017

Reg. no V 2017/1542

Legal Services and Records Management
Records Management office
Åsa Berglund, head of division

Plan for the destruction and preservation of research documents within the Faculty of Social Sciences

Background

The plan is based on the regulations and general advice of the Swedish National Archives on the destruction of documents in research activities run by public authorities, RA-FS 1999:1. According to the Swedish National Archives, the public authority concerned is to decide on the application of these regulations, preferably by establishing plans for the destruction and preservation of documents in various subject fields. The destruction of documents can also be decided by the public authority after case by case review. The latter approach is that currently applied at Lund University pursuant to the local application decision on the destruction of research documents from 2015 (reg. no V 2015/494). However, at the Faculty of Medicine, the local application decision was replaced by a special plan for the destruction and preservation of research documents (reg. no V 2016/1945) on 1 January 2017. Similarly, the Faculty of Social Sciences is now provided with its own subject-specific plan.

Decision

It is hereby decided that, as of 1 January 2018, the following plan for the destruction and preservation of documents shall apply to research documents within the Faculty of Social Sciences. The plan is also to be applied in the assessment of older documents for destruction and archiving. However, there is to be no retroactive registration of documents. Research documents of doctoral students are considered part of Lund University's stock of public documents.

The plan was drawn up by the research documents working group at the Faculty of Social Sciences, and is endorsed by the faculty's council of heads of departments.

The decision was made after a presentation by archivist Bengt Werner.

Åsa Berglund
Head of Division

Introduction

The instructions “registration” or “systematic filing” comply with Lund University’s records management plan (V 2016/2003), area of activity 4 on conducting research.

The expression “systematic filing” refers to various levels in filing and registration work. The basic level is the systematic filing organised by the researcher in conjunction with their research work. The final level consists of the filing and registration performed by the professional archivist, in accordance with the Swedish National Archives’ regulations and the University’s application of them.

More information about records management and archiving can be found on the Records Management office’s website. For electronic (digital) documents, there are special instructions in the decision on *Guidelines for the preservation of electronic documents at Lund University* (reg. no V 2016/920).

1 Aim, method and results

<i>Document</i>	<i>Destruction/preservation</i>	<i>Management</i>
Basic information on the aim, method and results	To be preserved.	<p><i>To be registered:</i> Project description and project plans, methods descriptions and instructions, intermediate and final research reports, reports on seminars, conferences and similar events organised by the project.</p> <p><i>To be filed systematically:</i> Published research results.</p>

2 Finances, ethical review, permits, project governance, important correspondence

<i>Document</i>	<i>Destruction/preservation</i>	<i>Management</i>
Applications and decisions on research funding	To be preserved.	To be registered.
Contracts with research funding bodies	To be preserved.	To be registered.
Agreements on contract research	To be preserved.	To be registered.
Final financial report	To be preserved.	To be registered.

Applications and decisions concerning ethical review or other permits for elements within a research project	To be preserved.	To be registered.
Minutes or notes from meetings on the governance of the research project, e.g. steering group and reference group meetings	To be preserved.	To be filed systematically.
Important correspondence	To be preserved.	To be registered or filed systematically.

3 Primary material

The assessment of the documents' preservation value is to be made at the relevant department, in consultation between the head of department and the researchers concerned. Documents are not to be destroyed without the approval from the head of department.

<i>Document</i>	<i>Destruction/preservation</i>	<i>Management</i>
Project journals (journals which chronologically document certain elements of the research, e.g. laboratory logs)	To be preserved.	To be filed systematically.
Registers and databases of data with a particularly high degree of coverage and verifiability	To be preserved.	To be filed systematically.
Documents highlighting the historical development of a scientific discipline	To be preserved.	To be filed systematically.
Documents highlighting the academic environment from the perspective of cultural history	To be preserved.	To be filed systematically.
Documents highlighting the activities of a well-known person	To be preserved.	To be filed systematically.
Documents pertaining to research that received a lot of attention in public debate or that is expected to do so when the research results are further disseminated	To be preserved.	To be filed systematically.

<p>Documents gathered through experiments, measurements, surveys, interviews, observational studies, etc.</p>	<p><i>To be preserved:</i> Documents which are unique or could only be recreated with great effort.</p> <p><i>To be destroyed:</i> Documents which are neither assessed as being of scientific value for long-term preservation, nor should be preserved for having science history, personal history or cultural heritage value, or because the research received a lot of attention in public debate</p>	<p><i>Documents to be preserved:</i> To be filed systematically.</p> <p><i>Documents relating to research not funded by the EU:</i> To be destroyed 10 years after the publication of the research results.</p> <p><i>Documents relating to research funded by the EU:</i> To be destroyed 17 years after the publication of the research results.</p>
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