



LUNDS
UNIVERSITET

DECISION

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11 December 2019

Reg. no V 2019/1904

Legal Division and Records Management
Records Management and Archives Office
Åsa Berglund, Head of Division

Plan for the destruction and preservation of research documents within the Faculties of Humanities and Theology

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. The public authority concerned is to decide on the application of these regulations. According to the Swedish National Archives, the decision should take the form of plans for the destruction and preservation of documents for various subject areas. The Faculty of Medicine and the Faculty of Social Sciences already have such plans, reg. no V 201611945 and reg. no V 201711542 respectively. Now the Faculties of Humanities and Theology are being provided with their own subject area-based plan. It relates most closely to plan of the Faculty of Social Sciences.

Decision

It is hereby decided that, as of 1 January 2020, the following plan for the destruction and preservation of documents shall apply to research documents within the Faculties of Humanities and Theology. 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. The research documents of doctoral students are considered part of Lund University's stock of public documents.

The plan was drawn up by the Records Management and Archives Office in consultation with the faculty board's working committee.

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, Conducting Research.

The expression “systematic filing” refers to various levels in filing and registration work. The basic level is the systematic filing created by the researcher in conjunction with their research work. The final level consists of the filing and registration of the documents 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 and Archives Office’s website.

1 Aim, method and results

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

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

Document	Destruction/preservation	Management
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 reports	To be preserved.	To be registered.
Applications and decisions concerning ethical review or other permits for certain 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.
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3 *Primary material*

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

Document	Destruction/preservation	Management
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 gathered through experiments, measurements, surveys, interviews, observational studies, etc.	<p><i>To be preserved:</i> Documents that are unique or could only be recreated with great effort.</p> <p><i>To be destroyed:</i> Documents that are not deemed to have the scientific value for long-term preservation or deemed that they should be preserved for reasons relating to the history of science, personal history or cultural history, or because the research received, or is expected to receive, 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 that has been funded by the EU:</i> To be destroyed 17 years after the publication of the research results.</p>