Process	Name of the document	Documents included	Preservation/Disposal (destruction)	Storage location	Offical recording/ registration	Notes
Verksamhetsområde: 4 Researching						
Process: 4.4 Carry out the research project						
Documents that shall be preserved but don´t have to be registered						
4.4	Scientific articles/publications Vetenskapliga publikationer		Preservation	Archive	No	
4.4	Popular science publications Populärvetenskapliga publikationer		Preservation, see notes	Archive	No	Easy-to-understand information about research, for example, the web, popular science lectures, newsletters, films and podcasts.
4.4	List of all the publications at the department Publikationslista för hela institutionen		Preservation, see notes	Archive	No	Printed from KIB once a year by the central archive unit.
4.4	Printed materials other than publications Trycksaker		Preservation	Archive	No	
4.4	Webpage for a specific project Webbsida		Preservation, see notes		No	The webpage is only to be archived if Karolinska Institutet are in charge of the research project. If possible the webpage shall be archived digitally. If that´s not possible you can save a screenshot instead.
Documents that has to be registered						
4.4	Affidavit of the division of responsibilities Intyg om ansvarsfördelning		Preservation, see notes	KI:s registry	Yes	Link to the ethics application case.
4.4	Agreements regarding transfer of research materials Överenskommelser rörande överföring av forskningsmaterial	Agreement	Preservation, see notes	KI:s registry	Yes	For example MTA, DTA och MSA and similar.
4.4	Archiving of research data form Bevarande eller gallring av forskningsdata		Preservation, see notes	KI:s registry	Yes	The form are to be filled out and signed by PI.

Process	Name of the document	Documents included	Preservation/Disposal (destruction)	Storage location	Offical recording/ registration	Notes
4.4	Authorisation of a clinical trial o a medicinal product Läkemedelsprövning	Application and attachements Decision	Preservation	KI:s registry	Yes	
4.4	Biobank Agreement Biobanksavtal		Preservation, see notes	KI:s registry	Yes	When handing out samples, the agreement is recorded by KI Biobank.
4.4	Clinical investigation of Medical Devices Klinisk prövning av medicinsk-teknisk apparatur	Notification form and attachements Decision	Preservation	KI:s registry	Yes	
4.4	Commissioned research Uppdragsforskning	Contract Reports	Preservation	KI:s registry	Yes	
4.4	Data collection form Datainsamlingsformulär Mall		Preservation, see notes	KI:s registry	Yes	Register if its not a part of another registered case, for example a ethics application.
4.4	Ethics application Ethical evaluation Etisk prövning	Application and appendices Decision	Preservation	KI:s registry	Yes	
4.4	Funding Finansiering	Granted application and decision Contract Data Management Plan - (DMP)/Datahanteringsplan Scentific reports Financial reports	Preservation, see notes	KI:s registry	Yes	The data management plan shall be maintained throughout the project. All established versions must be preserved.
4.4	Personal Data Processing Agreement Personuppgiftsbiträdesavtal		Preservation	KI:s registry	Yes	
4.4	Purchase of registry data Inköp av registerdata	Application Contract	Preservation, see notes	KI:s registry	Yes	If the registry data contains personal data the application shall be linked to the ethics application.

Process	Name of the document	Documents included	Preservation/Disposal (destruction)	Storage location	Offical recording/ registration	Notes
4.4	Request for extraction of patient data for research purposes Begäran om uttag av patientdata för forskningsandamål	Application Decision	Preservation	KI:s registry	Yes	
4.4	Research plan Description on the project Projektplan		Preservation, see notes	KI:s registry	Yes	Register if its not a part of another registered case such as the funding application.
4.4	Template for survey Enkätmall		Preservation, see notes	KI:s registry	Yes	Register if its not a part of another registered case, for example ethics application.
4.4	Travel Grants Resebidrag	Application Decision	Preservation	KI:s registry	Yes	
4.4	Withdrawal of consent Tillbakadragande av samtycke	Request for deletion of data.	Preservation	KI:s registry	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Application Assurance Form Godkännande av ansökan	Preservation	KI:s registry	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Letter of Intent Meomorandum of Understanding Avsiktsförklaring	Preservation	KI:s registry	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Granted Application Beviljad ansökan	Preservation	KI:s registry	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Confidentiality Agreement Sekretessavtal	Preservation	KI:s registry	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Supplementary Agreement Tilläggsavtal	Preservation, see notes	W3D3	Yes	Necessary in ERC-projekt, but may occur in other projects.
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Grant Agreement Bidragsavtal	Preservation	KI:s registry	Yes	

Process	Name of the document	Documents included	Preservation/Disposal (destruction)	Storage location	Offical recording/ registration	Notes
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Consortium agreement Konsortialavtal	Preservation, see notes	KI:s registry	Yes	Contract between all members of the consortium.
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Consent Medgivaravtal	Preservation, see notes	KI:s registry	Yes	Internal agreement that all researchers working with in the project must sign.
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Financial Statement Form C Kostnadsredovisning	Preservation	KI:s registry	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Scientific report Vetenskaplig rapport	Preservation	W3D3	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Offical note Tjänsteanteckningar	Preservation	KI:s registry	Yes	Important information that arises during the processing of the case/project needs to be noted and registered.
Documents that can be disposed of (approved destruction) Research material should not be destroyed if it might be considered of continued scientific value, of value to another field of research, of great value from a historical viewpoint or of great public interest. If this is the case the research material should instead be preserved. The decision whether the material of a research project is to be preserved on the grounds listed above is to be made by the scientist in charge of the project.						
4.4	Working material Processing material		Can be discarded when no longer needed, see notes		No	Refers to, for example, intermediate products, non-final processing, notes, drafts and the like that do not contribute to the understanding of the research results
4.4	Processing of data		Retention period of 10 years after project closure, see notes			Processing of data needed to verify research results must be saved for at least 10 years after the research projects closure. Processing materials that have a unique value for the future must be preserved
4.4	Funding Finansiering	Non granted application and decision	Retention period of 2 year		No	RA-FS 1991:1, ändrad 2002:1

Process	Name of the document	Documents included	Preservation/Disposal (destruction)	Storage location	Offical recording/ registration	Notes
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Timesheets	Retention period of 5 years after last payment.		No	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Project folder Projektpärm	Retention period of 5 years after last payment, see notes		No	Refers to a folder that is compiled incase there will be an audit. Contains agreements, reports, budget, employment contracts, salary cost specifications and time reports. Time reports in original, everything else are copies.
4.4	Consent form Samtycken Medgivande		Retention period of 10 year after project closure.		No	May only be destructed provided that the associated identifiable research data is also destructed. If the research data is preserved, the consents must also be preserved. RA-FS 1999:1, ändrad 2002:1
4.4	Consent form (scanned or otherwise digitized) Samtycken som digitaliserats		See notes		No	Analog consent forms that has been scanned or otherwise digitized, may be discarded immediately provided no loss of information occurs and the research data can be verified for 10 years after the research has been presented.
4.4	List of codes etc for registry data Kod- och variabellistor		Retention period of 10 year after project closure, see notes		No	If the registrydata are preserved the list of codes also has to be preserved. RA-FS 1999:1, ändrad 2002:1
4.4	Quality controls Kvalitetskontroller		Retention period of 10 year after project closure.		No	RA-FS 1999:1, ändrad 2002:1
4.4	Log book (on paper or in ELN) Labbok		Retention period of 10 year after project closure, see notes	ELN	ELN	Refers to laboratory journal or other logbook for research project. May only be destructed if the primary data also are destructed, otherwise the logbook must be preserved. RA-FS 1999:1, ändrad 2002:1

Process	Name of the document	Documents included	Preservation/Disposal (destruction)	Storage location	Offical recording/ registration	Notes
4.4	Raw data/Primary data		Retention period of 10 year after project closure, see notes		No	Refers to all kinds of raw data/primary data (e.g. survey responses, registry data, data from medical records, biobank data etc.) as well as processed data. Raw data that has a unique value for the future should be preserved. RA-FS 1999:1, ändrad 2002:1
4.4	Rawdata/Primary data (scanned or otherwise digitized) Primärdata/rådata som har digitaliserats		See notes		No	Analog data that has been scanned or otherwise digitized, may be discarded immediately provided no loss of information occurs and and the research data can be verified for 10 years after the research has been presented.
4.4	Secondary data Sekundärdata		See notes		No	Refers to material collected in previous surveys. May be destructed when the information is no longer needed, provided that the principal, selection and method for obtaining the data are documented so that it can be recreated if necessary. If these requirements are not met, the material is handled as primary data.
4.4	Clinical trial on a medicinial product Läkemedelsprövning	Research data	Retention period of 25 or 15 years, see notes		No	Research data from clinical trials from 2022 can be discarded after 25 years (regulation EU No 536/2014). Research data from clinical trials from before 2022 can be discardes after 15 years (Directive
	Trial Master File		Retention period of 25 or 15 years, see notes		No	Trial Master File from 2022 can be discarded after 25 years (Regulation EU No536/2014). Trial Master File from before 2022 kan be discarded after 15 years (Directive 2003/63/EC)