**Archiving of research data**

Quantity (running meters or MB/GB): Click here to write.

Title of research project: Click here to write.

Principal Investigator: Click here to write.

Research group: Click here to write.

Division (or equivalent): Click here to write.

Department: Click here to write.

Start of project: Click here to write. End of project: Click here to write.

Collaboration with others (name): Click here to write.

Publications: Click here to write.

File format: Click here to write.

Can some research data be considered confidential? No ☐ Yes ☐

Is there a code key and if it is – where is it? Click here to write.

Other (e.g. type of document): Click here to write.

**Preservation forever or destruction at some point:**

Is the material unique or very hard to recreate? No  Yes

Can the material in any other way be expected to have a scientific and/or historical value 10/15[[1]](#footnote-1) years after end of project[[2]](#footnote-2)? No ☐ Yes☐

If yes, for what reason? Click here to write.

Can the material be assumed to be of great public interest? No  Yes

If yes, for what reason? Click here to write.

If you answer ‘Yes’ to any of the questions above, the material should be preserved forever.

If you answer ’No’ to all questions the material can be destructed as earliest 10/15 years after end of project.

**If the material can be destructed:**

Destruct 10/15/25 years after end of research project, i.e. year …………………

Destruct after ………………years, i.e. year ……………..

**Signature of Principal Investigator:**

……………………………………………………………………………………………………………………………………………

Date Signature Printed name

1. 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 discarded after 15 years (Directive 2003/63/EC). 10 years applies to other research material. *The research material should be saved for longer than 10/15/25 years if this follows from other legislation or agreements (or if it is appropriate for some other reason).* [↑](#footnote-ref-1)
2. The Swedish National Archives has defined research project as a research activity delimited in time and purpose, often tied to a particular mission and/or individuals (RA-FS 1999:1, revised RA-FS 2002:1). One way of determining the end of a project, is when the results of the research has been published or in other ways made public. [↑](#footnote-ref-2)