



**Karolinska
Institutet**

Records schedule for documents at Karolinska Institutet

Archiving research material

Arkivering av forskning

The translation is based on the document Dokumenthanteringsplan vid Karolinska Institutet version 1.8
Verksamhetsområde 4

Process	Name of the document	Documents included	Preservation och Destruction	Official 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	No	
4.4	List of all the publications at the department Publikationslista för hela institutionen		Preservation	No	Printed from KIB once a year by the central archive.
4.4	Popular science publications Populärvetenskapliga publikationer		Preservation	No	Easy-to-understand information about research, for example, the web, popular science lectures, newsletters, films and podcasts.
4.4	Printed materials other than publications Trycksaker		Preservation	No	
4.4	Webpage for a specific project Webbsida		Preservation	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 do a screenshot instead.
Documents that has to be registered					
4.4	Archiving of research data form Bevarande eller gallring av forskningsdata		Preservation	Yes	
4.4	Request for extraction of patient data for research purposes Begäran om uttag av patientdata för forskningsändamål		Preservation	Yes	

Process	Name of the document	Documents included	Preservation och Destruction	Official recording/ registration	Notes
4.4	Biobank Agreement Biobanksavtal		Preservation	Yes	When handing out samples, the agreement is recorded via KI Biobank.
4.4	Personal Data Processing Agreement Biträdesavtal		Preservation	Yes	
4.4	Data collection form Datainsamlingsformulär Mall		Preservation	Yes	Register if its not a part of another registered case, for example ethics application.
4.4	Template for survey Enkätmall		Preservation	Yes	Register if its not a part of another registered case, for example ethics application.
4.4	Ethics application Ethical evaluation Etisk prövning	Application and appendices Decision	Preservation	Yes	
4.4	Funding Finansiering	Granted application and decision Contract Amendments Data management plan - (DMP)/Datahanteringsplan Scientific reports Financial reports	Preservation	Yes	
4.4	Affidavit of the division of responsibilities Intyg om ansvarsfördelning		Preservation	Yes	Link to the ethics application case.
4.4	Clinical investigation of Medical Devices Klinisk prövning av medicinsk-teknisk apparatur	Notification form and attachements Decision	Preservation	Yes	

Process	Name of the document	Documents included	Preservation och Destruction	Official recording/ registration	Notes
4.4	Consortium Agreement Konsortieavtal		Preservation	Yes	If it is an agreement concerning a specific research project, it is registered in the funding case.
4.4	Authorisation of a clinical trial o a medicinal product Läkemedelsprövning	Application and attachements Decision	Preservation	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Application Assurance Form Godkännande av ansökan	Preservation	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Letter of Intent Meomorandum of Understanding Avsiktsförklaring	Preservation	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Confidentiality Agreement Sekretessavtal	Preservation	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Supplementary Agreement Tilläggsavtal	Preservation	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	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Consortium agreement Konsortialavtal	Preservation	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	Yes	Internal agreement that all researchers working in EU projects must sign.
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Financial Statement Form C Kostnadsredovisning	Preservation	Yes	

Process	Name of the document	Documents included	Preservation och Destruction	Official recording/ registration	Notes
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Scientific report Vetenskaplig rapport	Preservation	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Scientific report ERC Vetenskaplig rapport ERC	Preservation	Yes	
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Official note Tjänsteanteckningar	Preservation	Yes	Important information that arises during the case processing needs to be noted and registered.
4.4	Research plan Description on the project Projektplan		Preservation	Yes	Register if its not a part of another registered case such as the funding application.
4.4	Purchase of registry data Inköp av registerdata	Application Contract	Preservation	Yes	
4.4	Travel Grants Resebidrag	Application Decision	Preservation	Yes	
4.4	Withdrawal of consent Tillbakadragande av samtycke		Preservation	Yes	Request for deletion of data.
4.4	Approvals Tillstånd	Granted application Granted decision	Preservation	Yes	Swedish Radiation Safety Authority. Swedish Work Environment Authority. Swedish Board of Agriculture. Non granted applications may be destructed 2 years after rejection.
4.4	Commissioned research Uppdragsforskning	Contract	Preservation	Yes	

Process	Name of the document	Documents included	Preservation och Destruction	Official recording/ registration	Notes
4.4	Agreements regarding transfer of research materials Överenskommelser rörande överföring av forskningsmaterial	Agreement	Preservation	Yes	For example MTA, DTA och MSA and similar.
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	Funding Finansiering	Non granted application and decision	Retention period of 2 year		RA-FS 1991:1, ändrad 2002:1
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Timesheets		No	Timesheets is sent continuously to GMO.
4.4	Projects funded by EU or USA Projekt som finansieras av EU och USA	Ongoing control of the project Löpande avstämningar av EU/US-projekt		No	
4.4	List of codes etc for registry data Kod- och variabellistor		Retention period of 10 year after project closure	No	If the registrydata are preserved the list of codes also has to be preserved. 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	No	Refers to laboratory journal or other logbook for research project. May only be destroyed if the primary data also are destroyed, otherwise the logbook must 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

Process	Name of the document	Documents included	Preservation och Destruction	Official recording/ registration	Notes
4.4	Clinical trial on a medicinal product Läkemedelsprövning	Research data	At least a retention period of 10 year after project closure.	No	If the research data are affected by the legislation of Läkemedelsverket/ Medical Products Agency and their retention period is longer than 10 years, follow their instructions. RA-FS 1999:1, ändrad 2002:1
4.4	Consent form Samtycken Medgivande		Retention period of 10 year after project closure.	No	May only be destroyed provided that the associated identifiable research data is also destroyed. If the research data is preserved, the consents must also be preserved. RA-FS 1999:1, ändrad 2002:1
4.4	Secondary data Sekundärdata		See notes	No	Refers to material collected in previous surveys. May be destroyed 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	Raw data/Primary data		Retention period of 10 year after project closure.	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 is unique / has a 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		May be discarded after control	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.

Process	Name of the document	Documents included	Preservation och Destruction	Official recording/ registration	Notes
4.4	Consent form (scanned or otherwise digitized) Samtycken som digitaliserats		May be discarded after control	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.