

# ARCHIVING RESEARCH – A GUIDE

A guide written by the archivists at KI: s central administration.

## REGISTERED DOCUMENTS

Several of the document types within a research project are to be registered and thereby also archived. It is therefore important for the researcher to have a routine for delivering the documents which are to be registered to the registrar.

### Tips on routines for registering

- Establish a regular routine for delivery to the registrar.
- The researcher can always make a copy as long as they send the original to the registrar.
- A general principle is that the documents concerning administration and funding within a research project are to be registered.

### Examples of documents which are to be registered

- Ethical application
- Granted research funding
- Progress reports
- Contracts

## RESEARCH DATA INTENDED FOR PRESERVATION

Research data considered to be of continued scientific value, of value to another field of research, of great value from a historical viewpoint or of great public interest, should be preserved for the future. The researcher must make the decision on what data should be preserved.

### Tips on routines for archiving

- Metadata! Label the material with information of what document types it contains, which project it belongs to and if it is to be discarded or preserved.
- Regularly put aside finished documents for archiving...-or-
- ...keep collected and in good order until the end of employment.

## DISPOSABLE RESEARCH DATA

In many cases research data need not be preserved for the future but can be discarded 10 years after the research project is finished. Until the time of disposal, it is still important that the data is stored safely and that it is labeled with information on which project it belongs to.

### Tips on routines for storage

- Store digital data on a secure server with backup functionality.
- Metadata! Label the material with information on which project it belongs to and when it can be discarded.
- Make sure the digital file formats are kept readable. Convert/migrate/update or risk losing the informational content.
- Store analog data from completed research projects in certified archives if possible. (Analog data that has been scanned or otherwise digitized, may be discarded immediately provided no loss of information occurs and that the digitized material is handled according to current rules.)
- Discard routinely to avoid disorder and unmanageable volumes of material.

Unsure? In KI: s document plan you can search for any document type and see how it should be registered, archived, discarded and stored. For further questions contact [arkivet@ki.se](mailto:arkivet@ki.se) (Last updated 2021-01-15)