

Moving

Handling of research documents
when moving to new premises

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What's happening?

Right now, many research groups at KI will be moving to new premises, both in Solna and Huddinge. In order to prepare for the move, it is good idea to start the moving process by discarding and archiving the documents that you don't need on a regular basis. These documents don't need to be moved to the new premises.

Why does this work have to be done?

Research data has to be kept for 10 years after the project is finished to be able to verify the results.

Some research data is to be preserved if it is deemed to have scientific- or research historical value or be of future interest. Whether these criteria are met is decided by the researcher and the department.

If this work isn't done one risks losing material that:

- The researcher has to have continued access to.
- Has to be kept for 10 years to be able to verify research results.
- Is deemed to be important enough for permanent preservation

What should be archived or discarded?

This document pertains only to paper documents. Digital material isn't included since the digital storage/preservation platforms are not affected by the move.

Below are only examples of document types. (See the documentplan, process 4 on the Archives and Registrars Office website for a complete list)

A. Discarded before the move

- research data which is **older than 10 years after the project is finished** and isn't deemed to be of value for preservation (See criteria above), i.e.
 - raw data, primary data, processed data
 - survey responses
 - information from databases/registries
 - copies of patient records
- work material (e.g. memorandums or reference material which doesn't have any direct connection to the research)
- correspondence of no archival value

B. Sent to the archive and discarded 10 years after the project is finished

- Research data which is younger than 10 years after finished project i.e.
 - raw data, primary data, processed data
 - survey responses
 - information from databases/registries
 - copies of patient records

C. Sent to the archive and preserved permanently

- lab/logbooks
- important correspondens
- research data of value or which is hard to recreate (see above criteria)

D. Administrative documents (applications, approvals, reports etc.) should continually be sent to the registrar for registering and is therefore already taken care of for archiving.

How does one go about it?

Begin by contacting your department and the dokumentsamordnare/archivist who will help you with the delivery to the archive.

1. Division

Divide the material according to point **A**, **B**, **C** and **D** as shown above.

A. does not have to be ordered but can be discarded directly. Documents containing classified information (e.g. sensitive personal data) should be put in designated containers for confidential documents.

For **B.** and **C.** it is important to label the material and fill out the delivery form (attachment 1). Make sure to divide the research data by project so that is easy to search through the data if needed.

If there are older documents which should have been registered (**D.**) but hasn't been sent to the registrar they are to be handled according to point **C.**

2. Labeling

Material which can be discarded: Label the material with *researcher, project title* and *year it can be discarded*.

Material which is to be preserved (forever): Label the material with *department, research unit, researcher, project title* and *year*.

Make sure it is possible to distinguish which data belongs to which project/study. Remaining information is given in the delivery form.

3. Delivery

- Put the material that is to be sent to the archive in moving boxes and number the boxes.
- Contact the department and decide a date for delivery.
- Fill out “Attachment 1. Delivery form for research material in regard to the NKS-move”

Note! One form per researcher/lead researcher.

- Go through the material with the recipient when delivered to the archive to make sure the content in the boxes and the delivery form matches and that the form and labeling is comprehensible.

Who does what?

It is the **researcher** who is responsible for dividing, labeling and preparing the material for delivery to the archive. How this work is done is up to the research group/unit/department. At the department there will be a resource who will take care of the material when it is delivered to the archive. This includes putting it up on the shelves and making sure the delivery forms are attached to the right research material in the archive. The resource is appointed by the department and will most likely be a document controller, a department archivist, a registrar or a hired archive assistant. The practical work and the financing is the department’s responsibility but the archivists at the University Administration will be there to advice and support the departments throughout the whole process.

Access to the documents

When the research material has been sent to the archive the researcher will of course have access to it with the help of the appointed resource at the respective department. A tip to scan the research documents that one needs quick access to before the move. Important to remember is that the scanned document does not replace the original document. The paper original can therefore not be discarded just because one has scanned it but has to be kept for the mandatory 10 years after the project is finished.

