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 department registrar.

Tips on routines for registering

- Establish a regular routine for delivery to the department's central administration.
- 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

ARRANGED DOCUMENTS

There are documents that are not to be registered but still need to be archived.
These documents often gives a picture of the work of the individual researcher at KI and its contribution to the research field.

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.

Examples of documents that are not to be registered but still needs to be archived

- Important correspondence
- Templates for surveys
- Articles/ scientific publications

RESEARCH DATA, LOGBOOKS

Research data and logbooks are generally not to be archived and can be discarded 10 years after the research project is finished (see the document plan for exceptions). 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 (for example the department central server).
- 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 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 are 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 *(Last updated 2018-08-02)*