LK/documentation /Renata Arovelius

What should be preserved?

Management and Archiving of Research Data.

Checklist

Core records that always should be preserved:

- Project plan or research strategy if relevant; method description
- Ethical or other guiding rules, application to ethical committee
- Correspondence with sponsors (administrative, financial)
- Application for grants and financial agreements
- Binding minutes from steering or other groups meetings; project budget
- Applications agreements of employment; project staff
- All other administrative records needed to carry out the project: agreement on participation in a trial, purchasing of instruments etc.
- Correspondence with publishers peer review
- Handouts for seminars or conferences presentations
- E-mail correspondence/blogs/twitter or other social media used in the scientific discourse
- Articles
- Dissertations
- Milestones-reports
- Final reports
- Publications, including popular science
- · Register over publications
- Media messages or all other publications
- Financial and scientific report to sponsors/funders
- Final report with statement of account to close the project

Records/data created during data collection and analysis (<u>raw and processed data</u>) should be evaluated and assigned to a proper preservation level as follows:

Level I

permanent preservation

If raw and processed data meet following preservation criteria:

- long term project, reuse of data; understanding of the results and methods used;
- importance to the society, significance for public health, safety or other vital interests
- significance for history of science

Level II

non permanent, 10-20 years

If raw and processed data has been kept as long as it is needed to verify research results according to discipline bounded requirements, usually 10, 15 or 20 years and when the criteria from level I are not applicable.

Level III

short term preservation

Only if the criteria from level I and II are <u>not</u> applicable and according to the retention schedule of the institution.