

LK/documentation

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What should be preserved?

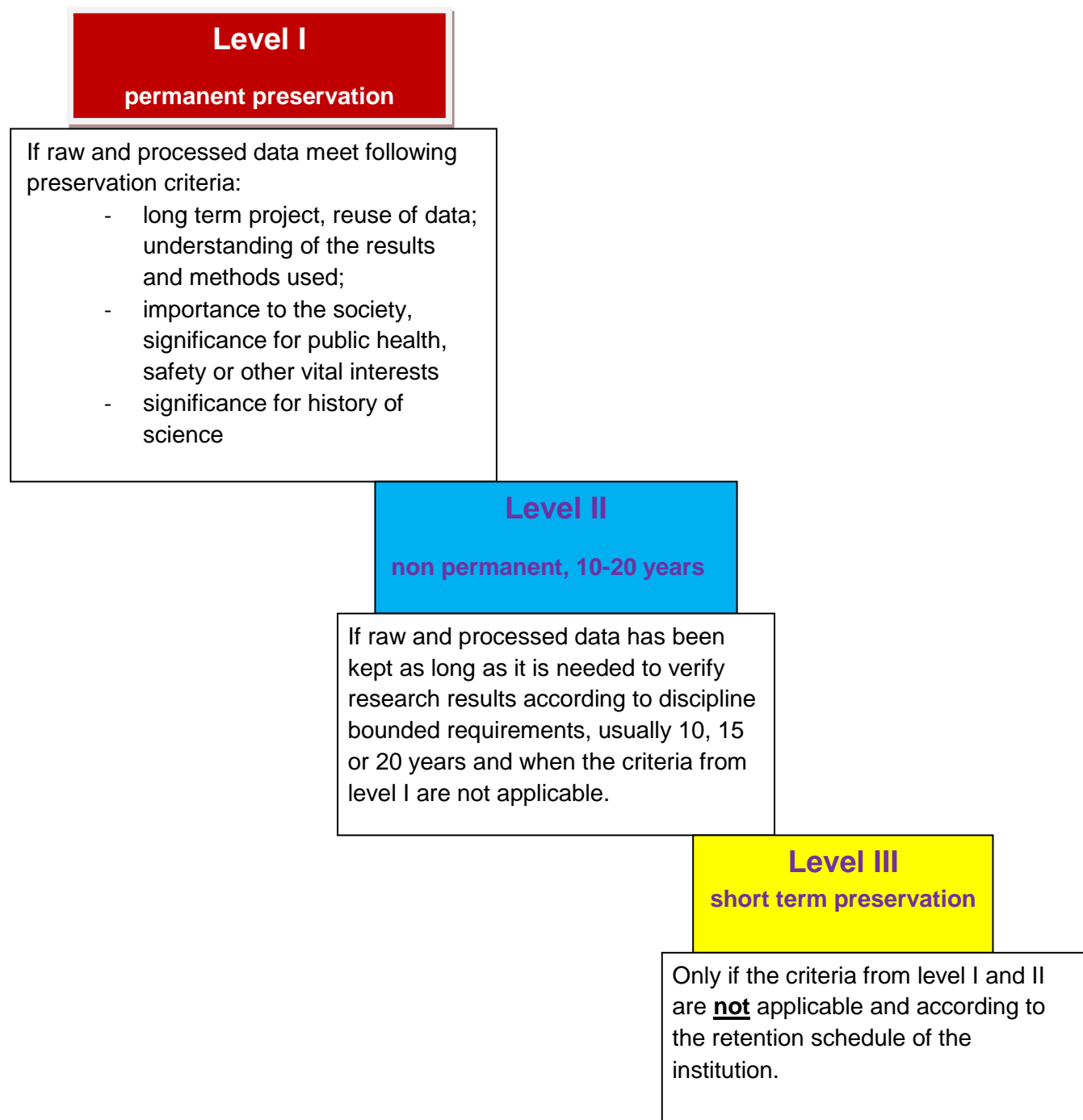
Management and Archiving of Research Data.

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 (raw and processed data) should be evaluated and assigned to a proper preservation level as follows:



Appraisal and disposal must always be documented.