Move to Albano
Archiving of research projects

Albanoprojektet / Arkiv
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Agenda

- Archiving - a short terminology list
- What qualifies as a personal information
- Research projects – what needs to be preserved/archived?
- Where does your research data come from?
- What needs to be packed and how should it be packed.
- What happens next?
Archiving
A short terminology list
Archiving – who do we do it for and why?

Swedish universities, with a few exceptions, are public authorities and as such are responsible for archiving all their own public documents.

According to the The Archives Act, the authorities’ archives must be preserved, managed and taken care of, in order to satisfy the following demands:

- The public’s right of access
- Juridicial demands and management
- The future needs of the research community

And finally, the university’s short term and long-term needs

Regelverk: Tryckfrihetsförordningen, Offentlighets- och sekretesslagstiftningen, Arkivlagen, Riksarkivets föreskrifter, Förvaltningslagen, GDPR, registerförfattningar ...

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"Documents" – different definitions

Documents

- Working documents
- Confidential documents
- Public documents
- Official documents
Clean out - Purge - Preserve

Cleaning out and purging involves disposing of and destroying but bear in mind......

- Working documents, draughts and notes can be cleaned out – the law does not apply to them
- Official documents must be purged according to the regulations
  - In the decision to purge are included details about which documents can be purged and the time frame for doing so.

Preserve...
- In order to be able to understand and to be able to follow the university’s activities
- According to the National Archive Act’s demands, but bearing in mind GDPR
What qualifies as personal information?
Personal data and sensitive personal data

- Personal data refers to all kinds of information which directly or indirectly can be traced to a physical person who is still alive.

- Sensitive personal data consists of data which reveals race or ethnic origin, political views, religious or philosophical beliefs or membership in a trade union, treatment of genetic information, biometric details that can identify a physical person, details on health or details on a physical person’s sex life or sexual orientation.
Pseudonymising och anonymising

**Pseudonymising** – the processing of personal information in such a way that it cannot be ascribed to a specific person unless complementary information is used. Personal details are replaced by non-defining information e.g. a code key.

**Anonymising** - anonymised data is rendered anonymous in such a way that the individual can no longer be identified. Any possibility to identify a person is removed and there is no code key that can be used to do this. When anonymising data it is important to bear in mind any possible “Backward identification”, namely the possibility to identify someone by gathering information which is not personal details.

Pseudonymised personal data remains within the scope of GDPR. Anonymising means that the original data cannot be recreated and so GDPR no longer applies.

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The Archive Act

The key principle is that public documents must be preserved!

Public documents may however be purged if the archive material which remains provides for the public’s right for insight, the need of information for the administration of justice and management, along with the needs for research.

GDPR

The key principle is that personal data should not be kept for longer than necessary with respect to the purpose of the data management.

Authorities may however retain personal data for archival purposes of public interest, scientific or historic research purposes or for the purpose of statistics. The documents should be covered by appropriate measures to protect the rights and freedoms of the individuals concerned, for example, pseudonymization of personal data.
Archiving requires good information management!
Research projects – what needs to be preserved/archived?
Research information

Administrative documents, e.g.
- Applications and funding decisions. Also the rejected applications.
- Ethical vetting och permits.
- Disclosure of information subject to reservation (OSL)
- Transfer of confidentiality (OSL)
- Data Management Plan

Economic documents, e.g.
- Financial interim and final reports to the financier
Administrative documents and economic documents must always be archived!
Research data

- Research data (raw and processed data)
  - Research data must always be kept for 10 years. If it has a long-term value, it should also be archived.

- Consent and information on processing of personal data
  - Consent forms should always be preserved for 10 years. If the related research data are archived, they should also be.
  - One blank consent form along with information on processing of personal data must be archived (included in method description)

- Code keys
  - Code keys must be archived if the research data is being kept and there is a need to preserve the personal details. If the data has been anonymised, this is not necessary.

- Codes and code descriptions
  - Codes and code descriptions must always be kept 10 years. If the data has a long-term value, codes should also be archived.
Research data

• Descriptions of methods
  – Must always be archived.

• Templates and forms, e.g. questionnaires
  – A blank copy of all templates and forms used in a research project must be archived

• Software, data codes which were used to carry out analysis
  – Self-produced software, data codes must always be kept for 10 years. If there is a long-term value they should also be archived.

• Information which enables others to understand and use the data for further research
  – Must always be archived.
Publications and other research outputs, eg.
- Theses, interim and final reports, papers, presentations

Academic publications and other reports of results must always be archived!
Where does your research data come from?

- Is there related material at another institution or at another university?
- Have you brought research material with you from a previous academic position?
- Have you received material which has restrictions according to the Public Access to Information and Secrecy Act (OSL)?
- Is your research part of a larger co-operation between different universities or organisations? Who is the principal for the project? (huvudman?)
- Is there any research material that lacks a project manager?
What needs to be packed....

- Gather together all the documents that relate to the same project

- Sort to one side all the administrative and economic documents. Purge any obvious doubles.

- Research data
  - What is worth keeping, what should be purged and what can be purged 10 years after the project is finished?

- Publications etc
  - Are they in DiVA?
  - Purge doubles

- What do you have on your bookshelves? Publications from SU should be preserved. Everything else can be cleaned out according to “Biblioteksregeln”.

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...and how should it be packed?

- Place the documents that belong together in one or more sheets of A3 paper and place them in an archive box. Write a description.

- Remove any plastic (including plastic registers), paper clips and Post-it notes. But be sure that you keep the order and context.

- A large quantity of research data in files, e.g. questionnaires, do not need to be removed. However they do need to be cleared of plastic, paperclips and Post-it notes.

- Make sure to preserve the metadata which is needed to understand everything, for example the information on file labels and lists of contents.
What happens next?

Deliver continuously. We are open for delivery during fall.

At the end of February 2021 or at the end of February 2022, the final deliveries of archive material will be made to SU’s central archive. Before this happens, all your analog material must be organised in a structured way and packed up in labelled moving boxes.

What is available in digital and what is available in analog form? The main principle is digital preservation.

Albano documents – instructions about the move in both Swedish and English
Many thanks!

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