

# Regulations on the return and destruction of documents relating to study administration and other documents related to this area

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<b>Replaces document</b>	Regulations on the destruction and return of documents related to the admission and education of students at Stockholm University (ref. no. SU FV 2.6.2-3132-14)
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**Description:**

This document sets out the regulations for the destruction and return of documents, mainly within the study administration areas of activity and documents related to these areas of activities at Stockholm University. Some documents must be retained, while others may be returned or destroyed after a specified period of retention.

## Introduction

The purpose of this policy document is to describe how documents in areas of activity 3 and 4 at Stockholm University should be handled in terms of destruction, retention and return to the student. The application decision also includes processes from related areas of activity.

According to Stockholm University's classification structure, the processes and areas of activity affected by this decision are as follows:

- 1.2.2 Manage staffing of decision-making bodies
- 1.3.3 Meetings and decisions within committees, working groups, commissions, foundations, etc.
- 2.1.9 Manage scholarships
- 2.4 Administer student services
- 2.5.1 Manage disciplinary and expulsion matters concerning students
- 3. Conduct education at the first-cycle (undergraduate) and second-cycle (Master's) level
- 4. Conduct education at the third-cycle (PhD) level
- 6.1 Administer strategic partnerships

Public documents may be destroyed, but only if the remaining stock serves the purposes set out in the Archives Act and the destruction is supported by legislation. This regulations document applies at Stockholm University with the support of *Swedish National Archives regulations and general guidelines on return and destruction at universities and colleges* (RA-MS 2017:39) and *Regulations amending Swedish National Archives regulations and general guidelines (RA-MS 2017:39) on return and destruction at universities and colleges* (RA-MS 2020:25).

The regulations replace the previous document *Regulations on the destruction and return of documents related to the admission and education of students at Stockholm University* (ref. no. SU FV 2.6.2-3132-14).

The regulations may be applied from 1 July 1993. This document is intended for departments, institutes, research centres and administrative departments, depending on which archive is responsible for the documents. According to the Administrative Procedure for the Organisation and Care of Archives at Stockholm University, all decision-making bodies of Stockholm University, departments of the University administration/departments/institutes/research centres and research projects of departments – unless otherwise provided for in an agreement – create archives consisting of public documents of these bodies. Responsibility for document management and archive care at departments, institutes and research centres lies with the board's head of department/director/chair. Responsibility for document management in administrative department lies with the Head of the University Library. The need for destruction under this regulation should be regularly reviewed by the archives manager. The Administrative Procedures further clarify the division of responsibilities.

## Retention, destruction and return

Documents shall be retained in their original form unless otherwise specified. This means that if a document has been received or drawn up digitally, it shall also be retained digitally. These regulations apply to public documents, whether they are paper documents or electronic documents (input data for automated processing).

Retention periods are set as a specified number of years after the end of the calendar year to which the documents relate.



## Return and destruction

Swedish National Archives regulation (RA-MS 2017:39) states that the ordinance (1993:1153) concerning the reporting of studies etc. at universities and colleges contains regulations on the retention and destruction of data in the admissions register and study register.

According to the same regulation, Stockholm University may return or destroy documents as specified in the annex to the regulations. Documents in cases that have been appealed are not subject to the destruction permissions set out in the annex.

## Documentation and application

According to Swedish National Archives regulation (RA-MS 2017:39), Stockholm University may transfer documents that may be destroyed to electronic documents by means of scanning during the retention period. At Stockholm University, original paper documents eligible for destruction may be destroyed after they have been scanned and the quality of the scan has been checked. The check of quality and destruction must take place no later than six months after scanning.

## Retention

According to Swedish National Archives regulation (RA-MS 2017:39), Stockholm University shall document the criteria and methods used for selecting which documents shall be retained in accordance with the annex through type selection as well as which documents are included in the selection.

\* = When a document type/row or remark is marked with an asterisk after it, it clarifies that this document or remark is not specifically mentioned in the Swedish National Archives' original regulation, but that it has been added as clarification for Stockholm University (SU). The Swedish National Archives draws up general regulations and general guidelines for authorities, who then make a local decision on how the regulations should be applied at the authority. For Stockholm University, it is this document. The Swedish National Archives often provides the individual authority scope to clarify, and in some cases adapt, certain decisions.

Documents	Destruction/retention	Remarks
<i>Manage staffing of decision-making bodies</i>		
Ballots from internal elections	May be destroyed once the term of office to which the votes relate has expired, provided that the voting record or equivalent is retained.	
<i>Provide operational support</i>		
Video recordings from internal meetings.	May be destroyed 2 years after the meeting.	Relates to e.g. staff meetings, working group meetings and conferences.
<i>Manage admission of students at the first-cycle (undergraduate) and second-cycle (Master's) level</i>		
Applications with annexes to first-cycle (undergraduate) and second-cycle (Master's) programmes.	May be destroyed 2 years after the admission decision, if the enrolment has been registered in the admissions or study register.	For admitted students who have not been registered in the study register, e.g. incoming, foreign students, the application with annexes must be retained.
Work samples for programmes leading to a degree in the arts, architecture or equivalent, which are public documents.	May be returned after admission decision. If the applicant has not requested their return, the work samples may be destroyed 1 month after the admission decision. Documentation of presented work samples may be destroyed 2 years after the admission decision.	The existence of presented work samples should be documented.  Work samples that constitute objects and have not been classified as public documents may be destroyed or returned without the consent of the Swedish National Archives.

Documents	Destruction/retention	Remarks
Exemption from course prerequisites*	Destroyed 2 years after the decision.	
Documents related to qualification through prior learning*	Destroyed 2 years after the decision.  <b>Exception from destruction:</b> Appeals against decisions related to prior learning shall be retained.	
Answer booklets received, Swedish Scholastic Aptitude Test	May be destroyed after the end of the calendar half-year which falls 5 years after the date of the test. Paper answer booklets received may be destroyed at the earliest 1 year after the date of the test after transfer to another medium.	The regulation of destruction after an answer booklet has been transferred to another medium is an exception to § 4.  <b>RA-MS 2017:39, § 4</b> The authority may transfer documents that may be destroyed to electronic documents by means of scanning during the retention period. After transfer, the original documents may be destroyed at the time point determined by the authority. The authority shall document application of this regulation with regard to destruction after scanning. *
<i>Manage admission of students at the third-cycle (PhD) level</i>		
Applications with annex to third-cycle (PhD) programmes.	May be destroyed 2 years after the admission decision, if the enrolment has been registered in the admissions or study register.	Stockholm University should retain the application and annexes for admission if the annexes have not been archived by the University previously. Stockholm University should also retain for admissions printed materials that lack full bibliographic references.*
<i>Manage student affairs</i>		
Certificate of studies*	May be destroyed 2 years after the certificate was issued.  <b>Exception from destruction:</b> Certificates containing evaluations or other information that is not registered in the admissions or study register.	Relates to e.g. a certificate indicating the student is enrolled and therefore entitled to student finance.
Documents related to request for approved leave from studies*	Retained	Relates to application with annexes and decision regarding approved leave

Documents	Destruction/retention	Remarks
		from studies.
Documents received or drawn up in connection with notification of the resumption of studies after an approved leave from studies.	May be destroyed 2 years after the notification was received by Stockholm University if information on the resumption of studies has been registered in the study register.*	Relates to documents that may come about in relation to notification of the resumption of studies in accordance with § 5 of the Swedish Council for Higher Education's regulations (UHRFS 2013:3) on deferral of studies for admitted students and approved leave from studies, such as the student's notification and Stockholm University's decision or confirmation letter.*
Notifications of discontinuation of studies.	May be destroyed 2 years after the notification was received by Stockholm University if information on the discontinuation of studies has been registered in the study register.*	
Documents in cases of resumption of studies after discontinuation.	May be destroyed 2 years after a decision has been made in the case if information on the resumption of studies has been registered in the study register.	
Documents related to change of place of study*	May be destroyed 2 years after a decision has been made in the case if information on the change of place of study has been registered in the study register.	Relates to e.g. - Application and decision on change of place of study.
Documents related to change of course*	May be destroyed when information on the change of course has been registered in the study register.	Relates to e.g. - Application and decision on change of course.
Documents regarding extra examination or test sessions*	Retention	Relates to e.g. - Application and decision on extra examination or test sessions
Documents regarding credit transfer*	Retention	Refers to the right to review previous

Documents	Destruction/retention	Remarks
		<p>education or professional activity to decide whether credit should be awarded in accordance with the Higher Education Ordinance. Also applies to the right to have education outside of the higher education sector as well as knowledge and skills acquired in professional activities reviewed.</p> <p>See also: <i>Underlag för kontroll och verifiering av uppgifter i studieregister</i> [Support document for checking and verifying data in the study register].</p>
Request for reconsideration or correction of a grade*	Retention	
Documents relating to complaints*	Retention  <b>Exception to retention:</b> Complaints that do not give rise to action are destroyed 6 months after the case was received by Stockholm University.	
Manage disciplinary and expulsion matters concerning students*	Retention  <b>Exception to retention:</b> Suspicions of cheating and plagiarism that do not lead to further action are destroyed 2 years after the decision against further action is taken.	Relates to e.g. - Report - Decision - Statements
Student responsibility agreements*	May be destroyed 2 years after the agreement has expired.	Relates to e.g. responsibility agreements regarding student use of the University's IT support.
Information on ethics in practicum internships/placements*	May be destroyed at the end of the semester after the placement has been completed.  <b>Exception from destruction:</b> Students whose placement was not approved by the	Relates to e.g. - Information on ethical guidelines and ethical approach to documentation in Preschool teacher programme.

Documents	Destruction/retention	Remarks
	placement site.	
<i>Manage special educational support</i>		
Address and contact details of temporary importance.	May be destroyed 2 years after the matter was concluded, provided they are not needed for the retrieval of other documents.	
Copies of documents and data retained.	May be destroyed 2 years after the matter was concluded.	
Administrative notes of temporary importance.	May be destroyed 2 years after the matter was concluded, provided that they do not add any substance to the matter.	
Data containing system information of temporary importance.	May be destroyed 2 years after the matter was concluded.	
Data related to autogenerated email notifications.	May be destroyed 2 years after the matter was concluded.	
Data in logs of archive packages.	May be destroyed 2 years after the student's case has been transferred to retention.	
Certificate of support measures granted to a student*	May be destroyed when no longer needed for activities, but no later than 6 months after the decision on support measures has expired.	
<i>Manage grants</i>		
Documents related to education grants.	May be destroyed 10 years after the decision was made in the matter. Documents related to cases where the grant was not awarded may be destroyed 2 years after the decision.	Ordinance (1995:938) on education grants for doctoral students no longer applies as of 1 July 2017. According to the transitional provisions, the older regulations continue to apply to those who have been awarded a doctoral education grant, but at the latest until the end of June 2020.



Documents	Destruction/retention	Remarks
	<p><b>Exception from destruction:</b> Documentation of who applied for and was awarded grants must be retained.</p>	
Documents related to the award of internal advertised funding calls and scholarships.	<p>May be destroyed 10 years after the decision was made in the matter. Documents related to cases where the grant was not awarded may be destroyed 2 years after the decision.</p> <p><b>Exception from destruction:</b> Documentation of who applied for and was awarded grants must be retained.</p>	<p>The provision also covers applications from employees of universities and colleges. However, the provision does not apply to registered foundations.</p> <p>According to § 6 of Swedish National Archives regulations and general guidelines on the destruction of documents in government authorities' research activities, applications and decisions on granted funds in research projects should be exempted from destruction.</p> <p>Relates to scholarships from Stockholm University's scholarship foundations. Can be applied for by students and researchers. *</p>
Documents related to nationally advertised scholarships and scholarships for international collaborations and education.*	<p>May be destroyed 10 years after the decision was made in the matter. Documents related to cases where the grant was not awarded may be destroyed 2 years after the decision.</p> <p><b>Exception from destruction:</b> Documentation of who applied for and was awarded grants must be retained.</p>	<p>Relates to e.g.</p> <ul style="list-style-type: none"> <li>- Erasmus grants for studies or placement</li> <li>- Write paper via Erasmus+</li> <li>- MFS scholarships</li> <li>- Engineer C M Lericci Scholarship</li> <li>- Gustaf Björklund Memorial Foundation</li> </ul> <p>According to practice, education in this context is both first-cycle (undergraduate) and third-cycle (PhD) education.</p>
<i>Plan and administer education at the first-cycle (undergraduate), second-cycle (Master's) and third-cycle (PhD) level *</i>		
Documents related to joint education initiatives*	Retained	<p>Relates to e.g.</p> <ul style="list-style-type: none"> <li>- Contracts and agreements between higher education institutions on joint education programmes</li> </ul>
Programme, course and research evaluations – underlying documentation*	Destroyed 2 years after compilation of a report.	Relates to documents regarding statistics and analysis on student admissions, e.g. admission and

Documents	Destruction/retention	Remarks
	<b>Exception from destruction:</b> Programme, course and research evaluations – reports shall be retained.	planning figures.
Documents related to the planning of course and programme offering*	Retained	Relates to e.g. <ul style="list-style-type: none"> <li>- Request/proposal for decision to establish a programme/course</li> <li>- Request/proposal for decision to change a programme/course</li> <li>- Request/proposal to discontinue a programme/course</li> <li>- Decision on course coordinator</li> <li>- Programme/course catalogue or other description of the programme/course offering</li> <li>- Decision, establishing grading criteria</li> <li>- Decision, establishing course literature/literature list.</li> </ul>
Syllabus and curriculum*	Retained	
Description of course of study*	Retained	Describes the order in which the student will study different subjects.
<i>Conduct education at the first-cycle (undergraduate), second-cycle (Master's) and third-cycle (PhD) level*</i>		
Documents relating to information on instruction*	Retained	Relates to e.g. <ul style="list-style-type: none"> <li>- Welcome letter</li> <li>- Course descriptions/instructions</li> <li>- Literature list</li> <li>- Grading criteria</li> <li>- Schedules included in the course description (see also Data in schedule management system)</li> </ul>
Video recordings of teaching sessions	May be destroyed 2 years after the end of the course instance.  <b>Exception from destruction:</b> Video recordings of teaching sessions must be retained by means of type selection.	Relates to e.g. video recordings of lectures.  * The department shall base their type selection on the following criteria: <ul style="list-style-type: none"> <li>- video recordings from teaching sessions in subject areas that are unique in their kind; or</li> <li>- have attracted considerable public attention</li> <li>- or are deemed to be of particular value from an education, cultural or personal history perspective.</li> </ul> Particular consideration will be given to lectures from more “traditional

Documents	Destruction/retention	Remarks
		subjects” and types of instruction. This is done in order to reflect the routine teaching work at the higher education institution.*
Teaching materials*	Retained	Relates to e.g. <ul style="list-style-type: none"> <li>- Exercises</li> <li>- Laboratory instructions</li> <li>- Lecture data, e.g. PowerPoint presentations</li> <li>- Videos produced by SU</li> <li>- Compendiums/articles/books or other literature produced by SU.</li> </ul>
Written test results.	<p>May be returned to the student after grading if the grade has been registered in the study register.</p> <p>Test results that have not been returned may be destroyed 2 years after grading.</p> <p><b>Exception from destruction:</b> One copy of the examination (answer sheet) must be retained.</p>	<p>If a student requests reconsideration of the grade, the test results should be retained for 2 years after the final decision from reconsideration.</p> <p>* According to President Decision (SU FV-1-1-2-3363-20), written test results (examination papers) shall be retained for 2 years. If the original is given to the student, the copy shall be saved for 2 years from the date of grading.</p> <p>Scanned paper originals may be destroyed after the quality of the scan results has been checked.</p> <p>In this context, examination (answer sheet) refers to the questions or exercises the student is required to answer or perform in an examination. The answer key and solution suggestions shall also be retained.*</p>
Digital test results *	<p>May be returned to the student after grading if the grade has been registered in the study register.</p> <p>Test results that have not been returned may be destroyed 2 years after grading.</p> <p><b>Exception from destruction:</b> One copy of the examination (answer sheet) must be retained.</p>	<p>If a student requests reconsideration of the grade, the test results should be retained for 2 years after the final decision from reconsideration.</p> <p>*According to President Decision (SU FV-1-1-2-3363-20), written test results (examination papers) shall be retained for two years. If the original is given to the student, the copy shall be saved for two years from the date of grading.</p> <p>In this context, examination (answer sheet) refers to the questions or exercises the student is required to answer or perform in an examination. The answer key and solution</p>

Documents	Destruction/retention	Remarks
		suggestions shall also be retained.
Video recordings from examinations.	May be destroyed 2 years after the examination.	Relates to e.g. video recordings of seminars with examination elements.  If a student requests reconsideration of the grade, the test results should be retained for 2 years after the final decision from reconsideration.
Supervisor reports with annexes from practicum internships.	May be destroyed 2 years after completion of the module or internship.  <b>Exception from destruction:</b> Stockholm University shall retain reports if they have been used as a basis for grading and the grade has not been registered in the study register.*	Supervisor reports are saved after completion of the module and destroyed 2 years after completion of the internship. *
Students' reports with annexes from placements or practicum internships.	May be returned to the student after completion of the module or placement/internship if the grade has been registered in the study register. Reports and annexes that have not been returned may be destroyed 2 years after the grade has been registered in the study register.	The term annexes refers to statements from workplaces and other documentation that provides underlying data for the report.  Students' reports with annexes from placements or practicum internships shall be retained per programme on a rolling basis. In the case of retention, all practicum internship reports written by the student are retained during the internship.*
Documents related to two- or three-party calls/conversations*	May be destroyed 2 years after completion of the placement/internship if the grade has been registered in the study register.	Relates to the student's self-evaluation and documentation.
Ethical declaration in connection with degree project*	Retained	Relates to document in which the student declares whether they will handle sensitive personal data in connection with the degree project.

Documents	Destruction/retention	Remarks
Academic papers for 60 credits or equivalent level.	May be destroyed 5 years after the date of grading if the grade has been registered in the study register.	For academic papers for courses where 60 credits is the highest level, Stockholm University, a special decision will be made as to whether the papers should be retained.*  Academic papers for 60 credits that are deemed to have a lasting value by the organisation shall be retained digitally.*
Degree projects/academic papers/independent projects for 90 credits, equivalent level or higher*	Retained	
Register of degree projects/academic papers/independent projects*	Retained	
External reviewer list (degree projects/academic papers/independent projects)*	May be destroyed 2 years after completion of the element.	
Course evaluations.	May be destroyed 2 years after a compilation has been drawn up.  <b>Exception from destruction:</b> The compilation shall be retained.	Destruction relates to student survey responses. The compilation of the survey responses shall be retained. The course report containing an analysis of course evaluation and planning of possible actions shall be retained.*
Applications with annexes for diploma or course certificate.	May be destroyed 2 years after the diploma or course certificate was issued or a decision to reject the application was taken. In cases where a diploma or course certificate has been issued, destruction is conditional on the diploma/course certificate being registered in the study register.  <b>Exception from destruction:</b> Diplomas and course certificates shall be retained.	Relates to applications for the award of degrees at the first-cycle (undergraduate), second-cycle (Master's) and third-cycle (PhD) level.*

Documents	Destruction/retention	Remarks
Documents relating to an appeal of a decision to reject an application for a diploma or course certificate*	Retained	<p>Relates to rejection of applications for the award of degrees at the first-cycle (undergraduate), second-cycle (Master's) and third-cycle (PhD) level. Relates to e.g.</p> <ul style="list-style-type: none"> <li>- Appeal of application rejection</li> <li>- Appeals Board decision</li> </ul>
Underlag för kontroll och verifiering av uppgifter i studieregister [Support document for checking and verifying data in the study register].	<p>May be destroyed at the time determined by Stockholm University. When determining the time point, it is important to note that the documents may not be destroyed before</p> <ul style="list-style-type: none"> <li>- the prescribed reporting, processing or verification has been completed,</li> <li>- the deadline for auditing and statute of limitations has expired, and</li> <li>- the importance for the proof of rights and obligations and otherwise from a legal standpoint has ceased.*</li> </ul>	<p>Documents in matters which under the Higher Education Ordinance (1993:100) are not covered by the destruction permissions, such as documents in cases concerning credit transfer for studies.</p> <p>*Both studies and professional activities are considered underlying data in credit transfer cases.</p> <p>Bases for assessment through autumn semester 2017 shall be retained. Bases for assessment from spring semester 2018 or at the time the department introduced attestation of grades in the study register (Ladok) can be destroyed.</p> <p>Notations about completed course components up to autumn semester 2017 shall be retained. Notations about completed course components from spring semester 2018 or the time the department started using the notation function in Ladok can be destroyed.</p> <p>Attendance lists for compulsory attendance up to autumn semester 2017 shall be retained. Attendance lists from spring semester 2018 or at the time the department introduced attestation of grades in the study register (Ladok) can be destroyed.</p> <p>Archive lists for full courses and components/examinations (so-called Ladok lists) shall be retained. Relates to management up autumn semester 2017 and introduction of the new Ladok.</p> <p>Archive list for registration vouchers may be destroyed after 10 years.</p>

Documents	Destruction/retention	Remarks
		<p>Relates to management up autumn semester 2017 and introduction of the new Ladok.</p> <p>Certificates of doctoral student attendance at seminars and conferences where attendance is a grading requirement are destroyed once the data has been entered into the study register. *</p>
Data in schedule management system.	May be destroyed 5 years after the course start.	<p>*Relates to schedules with details on room, subject of instruction, time and booker, from electronic schedule management system.</p> <p>Schedules that are part of the course description and contain information about teaching and types of instruction shall be retained.*</p>
Documents regarding individual course of study*	Retained	<p>Relates to e.g.</p> <ul style="list-style-type: none"> <li>- Individual course of study/plan for Master's students</li> </ul>
Documents regarding individual study plan for doctoral students*	Retained	
Documents related to student supervision*	Retained	<p>Relates to e.g.</p> <ul style="list-style-type: none"> <li>- Decision and agreement about supervisor</li> <li>- Application and decision on change of supervisor.</li> </ul>
Documents regarding examiner*	Retained	<p>Relates to e.g.</p> <ul style="list-style-type: none"> <li>- Decision on examiner</li> <li>- Application and decision on change examiner.</li> </ul>
Documents regarding licentiate seminars*	Retained	<p>Relates to e.g.</p> <ul style="list-style-type: none"> <li>- Application and registration</li> <li>- Decision</li> <li>- Minutes of seminar</li> <li>- Licentiate theses/academic papers (incl. notification of submission of thesis)</li> </ul>
Documents regarding public thesis defences*	Retained	<p>Relates to e.g.</p> <ul style="list-style-type: none"> <li>- Registration and decision on public thesis defence</li> <li>- Decision concerning the appointment of a grading committee/external reviewer</li> <li>- Grading committee minutes (thesis defence minutes)</li> </ul>

Documents	Destruction/retention	Remarks
		- Doctoral thesis (incl. notification of submission of thesis)
Statement of disqualification in connection with thesis defence*	Destroyed 5 years after completion of the thesis defence.	
Lists drawn up at examination*	May be destroyed 2 years after the examination session.  Retained if the document is part of a case that has led to action*	Relates to e.g. - List of external reviewers (theses) - Examination registration list - Receipt list for the return of corrected examinations - Examination association list (examination at another location) - Examination break and toilet lists - Examination seating list
Documents regarding extra examination or test sessions*	Retained	Relates to e.g. - Application and decision on extra examination or test sessions
<i>Collaborate</i>		
Video recordings from meetings with external actors.	May be destroyed 2 years after the meeting.  <b>Exception from destruction:</b> Stockholm University shall retain video recordings that are deemed to be of value to research or that have attracted considerable attention.*	Relates to e.g. video recordings from conferences, seminars, network meetings with external actors.