

Regulations on the return and destruction of documents related to salary and personnel administration at Stockholm University

Type of document	Regulations
Decision made by	President
Date of decision	2 June 2022
Ref. No	SU FV-1718-22
Period of validity	2 June 2022 – until further notice
Supersedes document	Regulations on the destruction of documents arising in salary and personnel administration at Stockholm University (Ref. No SU FV 2.6.2-3130-14) Decision of 6 November 2014 Decision on procedure for retention, destruction and return of documents related to application for employment at Stockholm University (Ref. No SU 38-0656-12) Decision of 24 February 2012
Responsible administrative unit	Stockholm University Library
Administrative officer responsible	Eva Dahlbäck

This document sets out the regulations for the retention, return or destruction of documents in salary and personnel administration at Stockholm University. Some documents must be retained, while others may be returned or destroyed after a specified period of retention. The regulations on application to documents in salary and personnel administration at Stockholm University may be applied retroactively.



Introduction

The purpose of this governing document is to describe how documents in salary and personnel administration at Stockholm University should be managed in terms of destruction, retention and return. The application decision includes in particular documents within process 2.3, but documents from other processes in operational area 2 and from adjacent operational areas also occur. Other documents may be destroyed only if the remaining stock fulfils the purposes set out in the Archives Act and the destruction is supported by statutory instruments. Pursuant to *Swedish National Archives regulations and general recommendations on return or destruction of documents in salary and personnel administration activity (RA-FS 2019:1)* and *Regulations amending Swedish National Archives regulations and general recommendations (RA-FS 2019:1) on return or destruction of documents in salary and personnel administration activity (RA-FS 2020:1)* as well as *Regulations amending Swedish National Archives regulations and general recommendations (RA-FS 2019:1) on return or destruction of documents in salary and personnel administration activity (RA-FS 2021:2)*, the President decides that the regulations shall be applied at Stockholm University as follows.

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 departments 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.

The rules may be applied retroactively.

Unit responsible: The Archives and Registration Function, arkivet@su.se

Retention requirements

Documents described in the annex must be excepted from destruction or be destroyed with a longer retention period than stated if they are of significance to

- pension inquiry,
- issuing of grades or certificates,
- verification of the claims of the employer or employee or other rights and obligations,
- specified processing, reporting, checking or review,



- compilation of statistics or investigations in operation or
- research

To facilitate application of this document, documents to be retained are also identified. It is stated in the column Destruction/retention whether the documents are to be retained or with what retention period the documents may be returned or destroyed.

Periods of retention

With the restrictions that follow as above, documents may be returned or destroyed in accordance with the annex to this decision.

Documents on paper that may be destroyed according to the annex may be scanned and then destroyed based on the period of retention stated in the annex. Documents on paper that may be returned according to the annex may be scanned and then returned based on the period stated in the annex. Implementation of destruction or return is conditional on the scanned images being searchable and being capable of being presented if necessary until the period of retention stated in the annex has expired.

Documents which after a time lose significance for salary and personnel administration, for example copies or superfluous compilations which have been used for example for continuous internal control, reconciliation or reporting, may be destroyed after the period stated in the annex.

At Stockholm University, original paper documents eligible for destruction or return 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.

* = 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. 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>Recruiting staff</i>		
Decision on recruitment / request for recruitment*	Retained	
Advertisements.	Retained.	
Candidate specifications.	Destroyed when they are no longer needed for the activity.	Implementation of destruction is conditional on advertisements being retained.
Application documents concerning the applicant who has been employed.	Retained.	Relates for example to cover letters, CVs, attachments, grades, work samples, register extracts and documents concerning supplementation of application documents. Also relates to letters of recommendation and any supplements*
Printed or otherwise published documents that have been used for the purpose of assessing qualifications, for example scientific articles*	Returned to the applicant or destroyed, when the decision on employment has taken legal effect.	On condition that the bibliographical references of a document have been documented in such a way that it can be identified.
Application documents concerning applicants who have not been employed.	<ol style="list-style-type: none"> 1. Destroyed 2 years after the decision on employment has gained legal force. 2. In interruption of the limitation period under the Discrimination Act (2008:567), documents may instead not be destroyed until the legal action taken has been concluded through a judgment or decision that has gained legal force. <p>Return: Application documents on paper may be returned after the retention period has expired. If the document has been</p>	<p>For applicants who have appealed against the employment decision, refer to Documents concerning appeal cases.</p> <p>Relates for example to cover letters, CVs, attachments, grades, work samples, register extracts and documents concerning supplementation of application documents. Also relates to letters of recommendation and any supplements*</p>

Documents	Destruction/retention	Remarks
	scanned or copied, it may be returned when the authority no longer has a need for the document in original form, but no later than after six months. *	
Application documents where the application has been withdrawn by the applicant.	Returned or destroyed when they are no longer needed by the authority, but no later than after six months. *	
Decision to discontinue recruitment*	Retained	
Application documents relating to positions which have been withdrawn after advertising.	<ol style="list-style-type: none"> 1. Destroyed 2 years after the recruitment has been discontinued. 2. In interruption of the limitation period under the Discrimination Act (2008:567), documents may instead not be destroyed until the legal action taken has been concluded through a judgment or decision that has gained legal force. <p>Return: The documents may be returned after the period of retention has expired. If the document has been scanned or copied, it may be returned when the authority no longer has a need for the document in original form, but no later than after six months. *</p>	Relates to application documents relating to positions/employments that have been withdrawn by Stockholm University after advertising (discontinued recruitment procedure). *
Application documents that do not relate to a particular position declared vacant.	Returned or destroyed when they are no longer needed by the authority, but no later than after six months. *	Relates for example to expressions of interest and spontaneous applications.

Documents	Destruction/retention	Remarks
Notification of right of priority for re-employment.	Retained.	Relates to an applicant's claim to right of priority for re-employment under the Employment Protection Act (1982:80).
Documents concerning evaluation of applicants.	<ol style="list-style-type: none"> 1. Destroyed 2 years after the decision on employment has gained legal force. 2. In interruption of the limitation period under the Discrimination Act (2008:567), documents may instead not be destroyed until the legal action taken has been concluded through a judgment or decision that has gained legal force. <p>Exceptions to destruction: Documents relating to the employee are retained.</p>	<p>Relates for example to:</p> <ul style="list-style-type: none"> • test results from selection tests • notes from interviews or taking of references • questionnaire questions and answers used as selection instruments.
Statement from expert in recruitment*	Retained	
Medical certificate	<p>Destroyed 2 years after the decision on employment has gained legal force.</p> <p>Exceptions to destruction: Medical certificate relating to the employee.</p>	<p>Relates for example to health declarations.</p> <p>Relates to medical certificates attached to applications. *</p>
Extracts from the criminal records registry	Returned or destroyed after the authority has noted that the extract has been presented.	Relates for example to extracts under the Act (2013:82) on register checking of persons who are to work with children.
Note stating that a register extract has been presented*	<ol style="list-style-type: none"> 1. Updated annually on presentation of a new register extract. 	

Documents	Destruction/retention	Remarks
	2. Destroyed after 1 year if 1. is not applicable.	
List of applicants	Retained.	Relates for example to recruitment reports for information under the Act on Co-determination in the Workplace (1976-580).
User specifications.	Destroyed 2 years after the user has last logged into the system.	Information that applicants themselves have registered in recruitment systems, for example contact details and information concerning positions they have applied for at the authority.
Documents concerning work permits.	Retained.	Relates for example to applications to and decisions by the Swedish Migration Board concerning work permits for foreign citizens. Relates also to: <ul style="list-style-type: none"> • Visas for non-EU citizens for stays of up to three months. • Power of attorney – application for work permit. • Application for extension, alternatively application for permanent residence permit (PUT)*
Employment decision.	Retained.	Relates to decisions by the authority that may be appealed against. Relates also to reasoning behind decision on employment. * Decisions that an applicant has not been admitted to education at third-cycle level cannot be appealed against. This follows from Chapter 12 Sections 2 and 4 of the Higher Education Ordinance. * The original is sent to the employee. Copy is retained at Stockholm University. Stockholm University does not prepare any contracts of employment. *

Documents	Destruction/retention	Remarks
Information on employment designation/title*	Destroyed no later than 2 months after the information has been entered into personnel systems.	
Information about the authority's decision on employment.	Retained.	Relates for example to postings, notices or messages concerning filled positions. Also relates to Information to other applicants*
Correspondence	<ol style="list-style-type: none"> 1. Destroyed 2 years after the decision on employment has gained legal force. 2. In interruption of the limitation period under the Discrimination Act (2008:567), documents may instead not be destroyed until the legal action taken has been concluded through a judgment or decision that has gained legal force. 	Relates to correspondence that is of significance to the decision on recruitment, for example notification of recall of application or notification of discontinued recruitment. Also relates to information to and correspondence with trade union representatives and information to the Swedish Public Employment Service.
Correspondence lacking significance for the decision on recruitment.	Destroyed when it is no longer needed by the authority, but no later than six months after recruitment has ended. *	Relates for example to confirmations of receipt, invitations to interview and letters of acknowledgement.
Documents concerning rejected appeals.	Retained.	Relates for example to decisions and correspondence concerning appeals which have been rejected because they have been received too late.
Documents concerning appeal cases.	Retained.	Relates for example to: <ul style="list-style-type: none"> • appeals against employment decisions, • the authority's opinion in the matter, • the job advertisement • the posting

Documents	Destruction/retention	Remarks
		<ul style="list-style-type: none"> the contract of employment (Stockholm University does not prepare any contracts of employment, only employment decisions) * the appellant's application documents, including CV, the application documents of the employee or employees, including CVs, references for the appellant and the employee or employees or other documents in the case.
Documents concerning fixed-term re-employment after retirement*	Retained	Fixed-term employment under Section 5(1) of the Employment Protection Act (general fixed-term employment)
Documents concerning affiliation of research fellows or professors*	Retained	<p>Relates for example to</p> <ul style="list-style-type: none"> proposals for affiliation of professors or research fellows the area board's opinion on professor the area board's decision on research fellow President's decision on professor
Documents concerning adjunct appointment of teacher or professor*	Retained.	
Documents concerning employment of visiting professor*	Retained	
Admission contract for visiting research fellow*	Retained	
Confirmation of employment for temporary employment (Employment Ordinance or Employment Protection Act) *	Retained	Employment pursuant to Section 9(2) of the Employment Ordinance (1994:373) and Employment pursuant to Section 5(1) general fixed-term employment, Employment Protection Act (1982:80)/
<i>Managing information about employees</i>		
Information in personnel systems about the employee.	Destroyed when they are no longer needed by the authority, but no later than 2 years	Relates only for example to address and contact details for the employee and the employee's family, bank account, etc.

Documents	Destruction/retention	Remarks
	after the employment has come to an end. *	
Notifications of change of address.	Destroyed when they are no longer needed by the authority, but no later than six months after details have been entered into personnel systems. *	
Power of attorney	Destroyed 2 years after the employment has come to an end.	Relates to authorization to open mail and the like.
List of persons with payment order authorisation for personnel administration*	Destroyed 2 years after the list has ceased to apply.	
Authority to approve for the purpose of clarifying delegation scheme*	Destroyed 2 years after the employment has come to an end.	
Notifications and other documents concerning change of name	Retained.	Also relates to documents concerning personal identity number or coordination number.
Job descriptions.	Retained.	May also be designated employment profile, competency profile, job classification. *
Staff lists.	Retained.	
Organisational plans*	Retained	
Documents concerning secondary employment*	Retained	Relates for example to: <ul style="list-style-type: none"> • Application • Decision • Decision to prohibit secondary employment harmful to trust
Agreement on international contract (URA contract)*	Retained.	Relates to foreign posting of staff already employed or employment of staff solely for service abroad.
Documents concerning social insurance in connection with service abroad (Certificate A1/E101 or convention certificate)*	Destroyed when they are no longer needed by the authority, but no later than 2 years after the employment has come to an end.	Relates for example to: <ul style="list-style-type: none"> • Application to the Swedish Social Insurance Agency • Decision from the Swedish Social Insurance Agency

Documents	Destruction/retention	Remarks
Application documents concerning education grant, doctoral student*	Destroyed 2 years after decision. Exceptions to destruction: Documentation regarding who has applied for and been awarded education grant must be retained.	
Documents concerning promotion*	Retained	Relates for example to: <ul style="list-style-type: none"> • associate senior lecturer's application and decision on promotion to senior lecturer • application of permanently employed senior lecturer and decision on promotion to professor
Documents concerning appointment of head of department and deputy head of department*	Retained	Relates for example to: <ul style="list-style-type: none"> • nomination/proposal for head of department or deputy head of department • documentation for president's decisions. May also apply to directors and deputy directors.
Personal identity number from the National Government Employee Pensions Board (SPV) (coordination for personal identity number) *	Destroyed no later than 6 months after the information has been entered into personnel systems.	
Documents concerning occupational pension*	Retained.	Relates to application and decision.
Employer's certificate (unemployment insurance fund, <i>A-kassan</i>)*	Destroyed 2 years after the employment has come to an end.	
Work time schedule for part-time work fewer than 5 days/week*	Destroyed 2 years after the end of the year to which the work time schedule related and after the information has been entered into personnel systems.	
<i>Managing leave and absence</i>		
Applications for leave	Destroyed 2 years after the year to which the application related.	Relates for example to holidays, parental leave and leave of absence.

Documents	Destruction/retention	Remarks
	<p>Exceptions to destruction: Applications for leave where information on the time and the reason for the leave of absence are not apparent from service records or equivalent documents that are retained.</p>	
Application and decision on parental pay*	<p>Destroyed 2 years after the year to which the application related.</p> <p>Exceptions to destruction: Applications for leave where information on the time and the reason for the leave of absence are not apparent from service records or equivalent documents that are retained.</p>	
Sickness insurance	<ol style="list-style-type: none"> 1. Destroyed 2 years after the end of the period of sick leave provided the period of sick leave is stated in service records or equivalent documents that are retained. 2. Destroyed 10 years after the end of the period of sick leave unless 1 is applicable. 	Also relates to reporting sick and reporting healthy*
Copies of medical certificates.	Destroyed 2 years after end of the period of sick leave.	<p>Relates to copies of medical certificates where the original has been sent to the Swedish Social Insurance Agency.</p> <p>Relates to medical certificates from day 15 of the period of sick leave. *</p>

Documents	Destruction/retention	Remarks
Medical certificate.	Destroyed 10 years after end of the period of sick leave.	Relates to medical certificates for shorter absence due to sickness which is retained in original form at the authority. Relates to medical certificates from days 1-14 of the period of sick leave. *
Notifications of cases of sickness continuing beyond the end of the period of sick pay.	Destroyed 10 years after the notification has been made.	Relates to the employer's notification to the Swedish Social Insurance Agency.
Applications for reimbursement of costs for employee with extensive short-term absence.	Destroyed 10 years after the decision has been made.	Relates to the employer's application to the Swedish Social Insurance Agency. The application is made online on the Swedish Social Insurance Agency website. Only the decision is received by Stockholm University. *
Decision from the Swedish Social Insurance Agency on benefit from first day of sickness to employee with extensive short-term absence.	Destroyed 10 years after the decision has been made.	The application is made online on the Swedish Social Insurance Agency website. Only the decision is received by Stockholm University. *
Decision on first-day certificate, sick leave*	Destroyed 10 years after the decision has been made.	
<i>Paying salary and benefits</i>		
Yearly listings of data showing presence and absence for each employee.	Retained.	May also present information on reason for absence, designation of position, form of employment, fixed salary and annual working time. Also referred to as annual records, calendars or service records.
Monthly listings of data showing presence and absence for each employee.	Destroyed when they are no longer needed by the authority, but no later than six months after employment has ended. *	Also referred to as monthly records.
Overtime and extra hours data.	Destroyed 2 years after the end of the year in which remuneration was paid.	Relates to documentation as basis for salary. Relates both to worked overtime/extra hours and taking of time off in lieu

Documents	Destruction/retention	Remarks
Notes on on-call hours, overtime and extra hours	Destroyed 2 years after the year to which the notes relate.	Relates to listings used to check that limit values for on-call time, overtime and extra hours are not exceeded under the Working Hours Act (1982:673). Relates to notes about evening teaching. *
Tax information.	Destroyed 2 years after the information has ceased to apply.	Relates for example to adjustment decisions or request for raising of tax deduction. Relates for example to documentation on taxation of benefits and tax relief for foreign experts. *
Swedish Tax Agency decisions on preliminary income tax (<i>A-skattsedel</i>)*	Destroyed when they are not needed by the authority, but no later than six months after the details have been entered into personnel systems.	
Information for tax accounting	Destroyed 7 years after the end of the financial year to which the information relates.	Relates for example to information on preliminary tax, contact details or tax collection specifications.
Distraint decisions	Destroyed 2 years after the decision has ceased to apply.	Relates to decisions received from the Swedish Enforcement Authority.
Listings of types of pay.	Retained.	Relates to descriptions in plain text of pay type codes in a pay system. Also referred to as <u>pay type lists</u> .
Pay compilations.	Retained. Printed payrolls on paper up to 30.06.2013 must be retained* Printed payrolls on paper from 01.07.2013 can be retained*	May also be referred to as pay specifications or payrolls. Relates to compilations of information recording pay transactions for a particular month and a particular employee. The information is intended partly to enable pension investigations. May include information such as: <ul style="list-style-type: none"> • Individual (personal identity number, name and address).

Documents	Destruction/retention	Remarks
		<ul style="list-style-type: none"> • Disbursement period (year and month). • Period of employment • Employee code (if needed). • Gender. • Employee number. • Type of pay (code and plain text) • Pay classification (code and plain text) • Correction: • Salary benefits and salary deductions. • Leave of absence • Extent of pay event. • Number (days, hours, etc. depending on payment/deduction). • Unit price. • Amount. • Currency.
Listings of calculations of retroactive pay.	<ol style="list-style-type: none"> 1. Destroyed when they are no longer needed by the authority provided the information is stated in pay listings. 2. Destroyed 2 years after the end of the year to which the information relates if 1. is not applicable. 	
Receipts concerning wellness, medical care or medication reimbursement.	Destroyed 7 years after the payment has been made.	<p>Relates to receipts submitted by the employee to request reimbursement.</p> <p>Paper originals that have been scanned in can be destroyed 3 years after the end of the financial year. *</p>

Documents	Destruction/retention	Remarks
Information showing deviations in connection with pay calculations.	Destroyed 2 years after the end of the year in which the pay calculation was made.	Also referred to as signal lists.
Salary slips in connection with salary revision*	Destroyed 2 years after the end of the year in which the pay revision took place.	Relates to attachments to the negotiation record on new salary signed with the trade union organisation.
Compilations and reconciliations of pay events.	Destroyed when the documents are no longer needed by the authority, but no later than six months after action has been taken. *	Relates for example to compilations made to serve as temporary aids in work. Relates for example to: <ul style="list-style-type: none"> • absence reports* • the departments' checklists* • pay administrators' checklists for pay run*
Fee information.	Destroyed 7 years after the payment has been made.	
Pay and time report, temporary employee*	Destroyed no later than 2 years after the information has been entered into personnel systems.	Relates to employees on hourly pay
Data for correction of hourly salary*	Destroyed no later than 2 years after the information has been entered into personnel systems.	
Staffing plan – data*	Destroyed after 2 years	
Expenses claim forms with attachments.	<ol style="list-style-type: none"> 1. Destroyed 17 years (see under Remarks) after the reimbursement was made. * 2. Attachments in the form of receipts showing expenditure the employee has incurred on official business may be scanned and then destroyed 3 	<p>Point 2 relates for example to expenditure on travel by bus or taxi.</p> <p>Relates to journeys made and expenditure in connection with travel. Travel expenses claims with attachments in EU-funded projects are retained for 17 years or according to the requirements set by the funder. Other travel expenses claims with attachments can be destroyed after 7 years according to RA-FS 2019:1. *</p>

Documents	Destruction/retention	Remarks
	years after the end of the financial year to which the documents relate.	
Travel advances – requisition*	Destroyed after completion of official trial and when the employee has settled the advance through submitted travel expenses claim	
Food benefits*	Destroyed 7 years after the payment has been made.	Meals obtained that have not been reported through travel expenses claim
Reconciliations for checking of transaction information	Destroyed when the documents are no longer needed by the authority, but no later than six months after action has been taken. *	Relates to integrations with other authorities for periodic reporting of information from the personnel system, for example reporting to the Swedish Social Insurance Agency concerning illness in the first 14 days, Statistics Sweden regarding pay statistics, the National Government Employee Pensions Board regarding information for future pension disbursements or the Swedish Agency for Government Employers regarding pay statistics.
Compilations of notifications of various staff and salary events.	Destroyed when the documents are no longer needed by the authority, but no later than two years after the year to which the event relates.	Staff and salary events relate for example to retirements or end date for temporary employees.
Other documents as basis for payments.	Destroyed 2 years after the payment has been made.	Relates for example to documentation of time recording or flexitime systems, data for disbursement of parental benefit, etc.
Information in flexi-time systems*	Retained	For data for reporting in flexi-time systems, see Other documents as basis for payments. *
Decision on pay supplement/task supplement*	Retained.	Task supplement according to Central collective agreement Stockholm University
Decisions on special salary review*	Retained.	
Decisions on the promotion of doctoral students on the salary scale (uppflytning på doktorandstegen)*	Retained.	

Documents	Destruction/retention	Remarks
Decision on new salary during ongoing employment*	Retained.	Decisions on salary taking place outside salary review for special reasons, e.g. on return to work after long period of leave or for skills supply reasons.
Documents concerning salary exchange*	Destroyed six months after the employment has ceased	Relates to the employment covered by the salary exchange.
Applications and decisions on special income tax (SINK)*	Destroyed 2 years after the decision has ceased to apply.	Relates to persons who are resident abroad and work in Sweden for a period of time shorter than six months or receive pension from Sweden. Applications are made to the Swedish Tax Agency
Applications for tax relief for foreign citizens working in Sweden for a limited period of time. *	Destroyed 2 years after the decision has ceased to apply.	Relates to tax relief for foreign experts, researchers and other key individuals. Applications are made to the Taxation of Research Workers Board.
Applications and decisions on award of scholarships*	Destroyed 10 years after a decision has been made in the case. Documents in cases in which a scholarship has not been granted may be destroyed 2 years after a decision. Exceptions to destruction: Documentation regarding who has applied for and been awarded grants must be retained.	
Documentation on manually paid salary*	Destroyed 7 years after salary has been paid.	
Payments made abroad*	Destroyed 7 years after the end of the financial year to which the information relates.	Relates for example to the form <i>Payment to foreign bank account</i>
Change to account coding*	Destroyed 2 years after the end of the year in which remuneration was paid and after the information has been entered into personnel systems.	

Documents	Destruction/retention	Remarks
Documents concerning salary criteria*	Retained	Salary criteria for assessment of performance and skills prior to pay revision
Documents concerning professional development interview*	Destroyed 2 years after interview has been held Exceptions to destruction: Instructions prior to professional development interviews are retained.	
Documents concerning salary revision/salary discussions *	Destroyed 2 years after interview has been held Exceptions to destruction: Instructions prior to salary revision are retained.	
<i>Managing staff matters</i>		
Investigations concerning work social and psychosocial issues at individual level.	Retained.	
Documents concerning dismissal or redeployment.	Retained.	Documents concerning dismissal are also included in <i>Managing laying-off of staff</i> . Relates for example to Termination for personal reasons*
Documents concerning negotiations under the Co-determination Act (MBL)*	Retained Exception to retention: Notifications of and notices to attend MBL negotiations can be destroyed 2 years after negotiations have been held	
Documents concerning labour dispute*	Retained	
Documents concerning disciplinary matters and staff disciplinary board.	Retained.	
Documents concerning personnel awards*	Retained	Relates for example to the distinction 'For Zealous and Devoted Service of the Realm' (NOR).
Agreement on remote working*	Retained	

Documents	Destruction/retention	Remarks
Consents for processing of personal data*	Destroyed no later than six months after the purpose of the processing has ceased.	
Authorisation in salary and personnel systems*	Destroyed 2 years after the authorisation has ceased to apply	Relates to authorisation in Primula and ReachMee
Regulations for employees relating to use of Stockholm University's information and information management resources*	Destroyed 10 years after employment or assignment has come to an end.	
<i>Managing work environment issues</i>		
Documents concerning work injuries <i>or</i> rehabilitation investigations <i>or</i> work aids.	Retained.	Relates to notifications, decisions and other documents that have been of significance in the matter. Relates also to return-to-work plans*
Documents concerning systematic work environment activities.	Retained.	Relates to documents included in the Swedish Work Environment Authority's regulations on systematic work environment activities, for example work environment policy, risk assessments or follow-ups.
Gender equality plans.	Retained.	
Documents concerning preventive healthcare.	Retained.	Relates for example to wellness initiatives.
Listings concerning work injuries, near-misses and accidents at the workplace.	Retained.	
Health accounts.	Retained.	
Investigations concerning work social and psychosocial issues at group level.	Retained.	
<i>Managing laying-off of staff</i>		
Application for dismissal with decision.	Retained.	
Documents concerning termination of employment	Retained.	Relates for example to: <ul style="list-style-type: none"> • Notice of termination • Notifications that fixed-term employment will not continue • Termination

Documents	Destruction/retention	Remarks
		See also <i>Managing staff matters</i> for documents concerning dismissal.
Individual agreement to terminate employment*	Retained	
Letter of reference.	Retained.	Relates to letter of reference issued by the authority.
Certificate of employment.	<p>Destroyed when the document is no longer needed by the authority, but not later than 6 months after the certificate has been issued. The destruction is conditional on the information in the certificate being stated in service records or equivalent documents that are retained.</p> <p>Exceptions to destruction: Certificates of employment containing value judgements must be retained.</p>	Relates to letters of reference issued by the authority.
Documents in connection with pension investigation.	Retained.	<p>Relates for example to applications for and decisions on pension or part-time pension, documents concerning deferral of retirement or extracts from service directory.</p> <p>Relates for example to the document <i>Partial pension – application for leave</i> *</p> <ul style="list-style-type: none"> • Application • Reasoning of president/equivalent • Decision
Conversion decision, partial pension National Government Employee Pensions Board (SPV)*	Destroyed six months after partial pension has come to an end	

Documents	Destruction/retention	Remarks
Signed service directory*	<p>Destroyed 2 years after the employment has come to an end.</p> <p>Exceptions to destruction: Corrections of service directories from SPV are retained.</p>	Approval of the employee through signature
Notification to the Job Security Foundation and acknowledgement*	Destroyed 2 years after the employment has come to an end.	