

Karlstad University – Information Management Plan, version 1.5

No.	Process	Type of document	Disposal / Retention	Handling
4.2.1	Manage student admission	Applications with attachments for first- and second-cycle education.	Disposed 2 years after the admission decision, provided the application has been registered in the admissions or student register. RA MS 2017:39 (amended 2020:25)	
4.2.1	Manage student admission	Work samples for education leading to a degree in fine arts, architecture or equivalent, which constitute official documents.	May be returned after the admission decision. If the applicant has not requested return, work samples may be disposed of 1 month after the admission decision. Documentation of submitted work samples is disposed of 2 years after the admission decision. RA MS 2017:39 (amended 2020:25)	
4.2.1	Manage student admission	Answer booklets from the Swedish Scholastic Aptitude Test (Högskoleprovet).	Scanning and disposal are carried out by Umeå University in accordance with RA MS 2017:39 (amended 2020:25)	
4.2.1	Manage student admission	Material relating to the aptitude test, such as instruction booklets, unused answer booklets, test booklets and similar.	Disposed of after the aptitude test. RA FS 2021:6 (amended by RA FS 2021:8)	
4.3.1	Plan first- and second-cycle education	Course schedule with course and registration code, time of the course, teacher's name, name/designation of the venue or location, and any supplementary text for the teaching occasion.	Retained	Managed in TimeEdit

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4.3.1	Plan first- and second-cycle education	Supporting material for the course schedule.	Disposed of once registration has been completed. RA FS 2021:6 (amended by RA FS 2021:8)	Kept by the respective scheduler until disposal can take place
4.3.1	Plan first- and second-cycle education	Room and equipment bookings and staff web bookings.	Disposed of after 20 years if the data forms the basis for an EU project. RA FS 2018:10.	Managed in TimeEdit or on paper
4.3.1	Plan first- and second-cycle education	Student web bookings.	The history, activity and information on the booking are disposed of after the term has passed. RA FS 2021:6 (amended by RA FS 2021:8)	Managed in TimeEdit
4.3.1	Plan first- and second-cycle education	Block bookings and absence bookings.	Disposed of after the term has passed. RA FS 2021:6 (amended by RA FS 2021:8)	Managed in TimeEdit
4.3.2	Conduct course occasions at first and second cycle	Video recordings from teaching occasions.	Disposed of 2 years after the course occasion ends. Exception from disposal: video recordings from teaching occasions shall be retained through sample selection. RA MS 2017:39 (amended 2020:25)	Older recordings from discontinued media services are managed on the IT department's file storage and in Box. Current recordings are managed in KauPlay
4.3.2	Conduct course occasions at first and second cycle	Registration for examination at KAU or at a distance.	Disposed of 2 years after the examination occasion	Ladok
4.3.2	Conduct course occasions at first and second cycle	Application for examination abroad.	Disposed of 2 years after the examination occasion	Form

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4.3.2	Conduct course occasions at first and second cycle	Question sheets from invigilated (on-site) and take-home examinations.	Retained	Published in SIPS, where they are subsequently stored/archived digitally
4.3.2	Conduct course occasions at first and second cycle	Written examination answers.	May be returned to the student after grading. If not returned, they are disposed of 2 years after grading. RA MS 2017:39 (amended 2020:25)	For digital storage, the paper original may be disposed of after one month, per RB 137/12, dnr (C2013/613). Handling and disposal of paper-form documents takes place at the Welcome Centre. Scanned answer sheets are stored in Windream until they can be disposed of. Digital answer sheets are stored in the WISEflow system until they can be disposed of. The 2-year retention period also applies to written answers managed in the Canvas student platform.
4.3.2	Conduct course occasions at first and second cycle	Records created in connection with an examination occasion that are considered documents of minor or temporary significance.	Disposed of after 2 years. RA FS 2021:6 (amended by RA FS 2021:8)	Managed in Windream and Wiseflow
4.3.2	Conduct course occasions at first and second cycle	Attendance and sign-in lists at examinations.	Disposed of after 2 years. RA FS 2021:6 (amended by RA FS 2021:8)	Archived together with the corresponding examination by Campus Services/Welcome Centre until they can be disposed of
4.3.2	Conduct course occasions at first and second cycle	Register of research publications and student theses.	Retained	Archived digitally in DiVA

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4.3.2	Conduct course occasions at first and second cycle	Theses/degree projects of 60 credits or equivalent level. Can also be described as at least 7.5 credits at G1F level.	Disposed of after 5 years. RA MS 2017:39 (amended 2020:25)	Archived digitally in DiVA
4.3.2	Conduct course occasions at first and second cycle	Theses/degree projects equivalent to at least 80 credits or higher. Can also be described as at least 15 credits at G2F(E) level or higher.	Retained	Archived digitally in DiVA
4.3.2	Conduct course occasions at first and second cycle	Video recordings from examinations.	Disposed of 2 years after the examination. RA MS 2017:39 (amended 2020:25)	Managed in Box and KauPlay
4.3.2	Conduct course occasions at first and second cycle	Results on tests and whole courses.	Retained	Managed in Ladok
4.3.2	Conduct course occasions at first and second cycle	Request for correction or reconsideration of a grading decision, with the decision.	Retained	Correction and amendment of grades are managed in Ladok
4.3.3	Conduct workplace-based/practical training	Application for workplace-based training (VFU) as part of employment.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Decision on workplace-based training (VFU) as part of employment.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Application to change partner area, with attachments.	Retained	Registered in W3D3

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4.3.3	Conduct workplace-based/practical training	Decision to change partner area.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Agreement on VFU placement.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Application for VFU at a foreign preschool/school, with attachments.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Decision on VFU at a foreign preschool/school.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Application to make up VFU days for special reasons.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Decision on making up VFU days.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Supervisor reports from VFU (incl. attachments).	Disposed of 2 years after the sub-course or programme ends, provided the result is registered in Ladok. RA MS 2017:39 (amended 2020:25)	Grades must be registered in Ladok. Supervisor reports are kept at the relevant subject/department until they can be disposed of
4.3.3	Conduct workplace-based/practical training	Action plan in cases of risk of a failed VFU.	Disposed of once the VFU has ended. RA FS 2021:6 (amended by RA FS 2021:8)	Managed by the VFU teacher at the department where the VFU is carried out and kept there until disposed of

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4.3.3	Conduct workplace-based/practical training	Minutes from discussions following a failed VFU, with any action plan.	Retained	Registered in W3D3. Handled on paper and kept in a binder
4.3.3	Conduct workplace-based/practical training	Application for a third assessment of workplace-based training (VFU), with attachments.	Retained	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Travel grant statement for students in teacher education, see process 2.3.2 Manage costs. Scanned and transferred supplier invoices.	Disposed of after 20 years. RA FS 2015:2	Managed in Raindance. The original form is sent to Frösön for scanning. The paper original is archived there until the retention period expires.
4.3.3	Conduct workplace-based/practical training	Travel grant application/decision for car use in teacher education, see process 2.3.2 Manage costs. Scanned and transferred supplier invoices.	Disposed of after 20 years. RA FS 2018:10	Registered in W3D3
4.3.3	Conduct workplace-based/practical training	Students' reports from practical training or VFU (incl. attachments). Also includes reports from practice teaching at Ingesund.	May be returned to the student after the sub-course or programme ends (after grade registration). Reports and attachments not returned are disposed of 2 years after the grade is registered. RA MS 2017:39 (amended 2020:25)	Returned to the student or archived at the relevant subject/department until they can be disposed of
4.3.5	Manage degree matters at first and second cycle	Application (with attachments) for a degree certificate.	Disposed of 2 years after the degree certificate or course certificate has been issued, if this has been registered in the student register. RA MS 2017:39	Application managed in Ladok (for first- and second-cycle degrees) or by form (for doctoral-level degrees)

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4.3.5	Manage degree matters at first and second cycle	Degree certificate.	Retained	Registered in W3D3
4.4.1	Evaluate first- and second-cycle education	Course and programme evaluations — compilations and analysis/reflection.	Retained	Managed in ÖKA and archived in a database
4.4.1	Evaluate first- and second-cycle education	Course and programme evaluations — supporting material.	Disposed of after 2 years. RA FS 2021:6 (amended by RA FS 2021:8)	Electronic surveys are stored in the respective system; paper surveys are archived in a local archive or equivalent until they can be disposed of
4.6.1	Manage collaboration within first- and second-cycle education	Agreement on doctoral education within a research school.	Retained	Registered in W3D3
5.2.2	Manage admission and employment for doctoral-level education	Application documents with attachments for doctoral-level education.	Disposed of 2 years after the admission decision, if the application has been registered in the admissions or student register. RA MS 2017:39 (amended 2020:25)	Managed, among other places, in the recruitment tool Varbi and in the registry W3D3
6.1.1	Administer research projects	Project description/project plan, including revisions.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Application for grants/funding, with attachments.	Retained. RA FS 1999:1	Registered in W3D3

No.	Process	Type of document	Disposal / Retention	Handling
6.1.1	Administer research projects	Decision on grant/funding application.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Cost estimate.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Notification to an ethics advisor.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Permit applications for the project / notification for ethical review (ethics committees, the Swedish Authority for Privacy Protection, environmental review bodies).	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	The research ethics committee's assessment of the ethical review application.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Decision or opinion from an ethics committee, authority or other body that, by law or practice, grants permission for a particular trial (ethical review).	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Data management plan.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Communication plan for research.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Various agreements and contracts relating to research/research projects, e.g. awarded grants/funding, cooperation agreements, contract	Retained. RA FS 1999:1	Registered in W3D3

No.	Process	Type of document	Disposal / Retention	Handling
		research agreements, or agreements for purchase of goods and services.		
6.1.1	Administer research projects	Agreement with funder, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Agreement with another institution, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	User agreement, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Information on confidentiality transferred between authorities.	Retained, per the Archives Act (1990:782) Section 3	Registered in W3D3
6.1.1	Administer research projects	Reservations regarding access to research data.	Retained, per the Archives Act (1990:782) Section 3	Registered in W3D3
6.1.1	Administer research projects	Minutes or equivalent from steering group and reference group meetings.	Retained. RA FS 1999:1	Registered in W3D3 or kept in systematic storage
6.1.1	Administer research projects	Correspondence of importance.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Requisition, research funds.	Retained. RA FS 1999:1	Registered in W3D3 and managed in Raindance
6.1.1	Administer research projects	Cost statements.	Retained. RA FS 1999:1	Registered in W3D3

No.	Process	Type of document	Disposal / Retention	Handling
6.1.1	Administer research projects	Other financial reports.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Progress reports.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Final financial report.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Reports on financial accounting.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Interim reports.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Brief reporting/documentation, e.g. logbook, diary and lab report.	Retained. RA FS 1999:1	Kept systematically by the researcher or in SUNET Drive or another KAU-approved research operations system, until it is to be archived
6.1.1	Administer research projects	Certificate for externally funded projects.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Information on the licence for use of research data and program code.	Retained, per the Archives Act (1990:782) Section 3	Registered in W3D3
6.1.1	Administer research projects	Project binder for EU-funded (externally funded) research projects.	Disposed of after 20 years. RA FS 2019:1 (amended 2020:1)	In binder or other systematic storage
6.1.1	Administer research projects	Needs notification, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3

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6.1.1	Administer research projects	Application for funds, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Decision, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Requisition, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3 and managed in Raindance
6.1.1	Administer research projects	User application, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Evaluation, research infrastructure.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Disposal review with decision on disposal or exemption from disposal.	Retained. RA FS 1999:1	Registered in W3D3
6.1.1	Administer research projects	Expression of interest to be assessed as a strong research environment.	Retained. RA FS 1999:1	Registered in W3D3
6.1.3	Conduct research	Raw data, basic data that has not undergone processing.	See primary and secondary data (below)	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Research data/primary material collected in a study using various collection methods. The primary material has been assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-	Retained. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system

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		historical or personal-historical value, or of major public interest.		
6.1.3	Conduct research	Research data/primary material collected, created and produced by a trial or research project that is not assessed as having continued value.	Disposed of after 10 years. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Research data/primary material collected, created and produced by a trial or research project and that has reached the threshold of originality under the Copyright Act.	Retained. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Various processed versions of data that have been processed or handled by a data program or through manual analysis.	Disposed of after 10 years, unless the records are assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-historical value, or of major public interest. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Secondary data, i.e. data provided by another data controller or belonging to another research project.	Disposed of once the information is no longer needed, provided the controller, sampling and method for obtaining the data are documented so that the data can be recreated if needed. If these criteria are not met, the data should be treated as primary data. RA FS 2019:1 (amended 2020:1). It is the need to be able to verify a research result that determines when secondary data can be disposed of; account must also be taken of whether the data has been disposed	In SUNET Drive or another KAU-approved research operations system

No.	Process	Type of document	Disposal / Retention	Handling
			of by the other controller and can therefore not be recreated.	
6.1.3	Conduct research	Clinical research data collected in clinical research studies.	Retained if the data is assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-historical value, or of major public interest. If these criteria are not met, the data may be disposed of under RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Program code for processing data.	Retained. (Note: it is generally more important to preserve code than the data generated from it, since the code may retain value even where the specific input data is not retained — e.g. to re-run it with different data to test external validity.) RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Method description.	Retained. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system, until it is to be preserved in W3D3 or the e-archive
6.1.3	Conduct research	Method description for manual processing of data.	Retained. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system, until it is to be preserved in W3D3 or the e-archive
6.1.3	Conduct research	Pre-registration.	Retained. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations

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				system, until it is to be preserved in W3D3 or the e-archive
6.1.3	Conduct research	(Program) codes created in connection with data processing, and code descriptions needed to understand and read the data. Terms and definitions needed for understanding.	Disposed of if the dataset is disposed of and it is not part of the project's method description. Codes, terms and definitions shall be retained if they belong to research data assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-historical value, or of major public interest.	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Documentation of program code.	If the documentation is part of the method description it shall be retained, and to the extent the code is retained the documentation shall also be retained. Documentation of program code is disposed of after 10 years if it is not assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-historical value, or of major public interest. RA SF 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Secondary data from another controller that is subject to confidentiality.	Disposed of once the information is no longer needed, provided the controller, sampling and method for obtaining the data are documented so that the data can be retrieved again. RA FS 2019:1 (amended 2020:1). It is the need to be able to verify a research result that determines when secondary data can be disposed of; account must also be taken of whether the data has	In SUNET Drive or another KAU-approved research operations system

No.	Process	Type of document	Disposal / Retention	Handling
			been disposed of by the other controller and can therefore not be recreated.	
6.1.3	Conduct research	Documented consents for personal data processing in research projects.	Disposed of once the personal data processing has ended. Shall be retained for as long as the personal data processing continues. RA FS 2019:1 (amended 2020:1)	Systematic storage with the researcher
6.1.3	Conduct research	Cover letters to research subjects (participants in a research project) with information on how their personal data will be processed during the project and at its conclusion.	Retained. RA FS 1999:1	Systematic storage with the researcher
6.1.3	Conduct research	Personal data in primary material.	Retained if research data containing personal data is assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-historical value, or of major public interest. If these criteria are not met, the data is disposed of after 10 years. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Sensitive personal data, e.g. patient data in primary material.	Retained if research data containing personal data is assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-historical value, or of major public interest. If these criteria are not met, the data is disposed of after 10 years. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system

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6.1.3	Conduct research	Code keys — codes identifying individuals who have been pseudonymised within a research project.	Shall be retained for as long as the personal data processing continues. If the personal data is disposed of, the code keys may also be disposed of. For longitudinal studies the code key must be retained. If the data to which the code keys relate is assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-historical value, or of major public interest, it shall be retained. If these criteria are not met, the data may be disposed of under RA FS 2019:1 (amended 2020:1)	Shall be stored separately, in a different IT service, from the data it identifies — e.g. on paper or on at least two suitably encrypted USB drives locked in an approved fire-rated archive cabinet. May also be stored in another IT solution with adequate security.
6.1.3	Conduct research	ID numbers used in communication with companies that provide material for research.	Disposed of per RA FS 2019:1 (amended 2020:1)	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Documentation of biobank material.	Retained. RA FS 1999:1	Registered in W3D3
6.1.3	Conduct research	Laboratory or other project diary/project log.	Retained for as long as the primary material. RA FS 2019:1 (amended 2020:1)	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Copy of openly available data made accessible to others, usually via the internet (cf. CC licences).	Retained for as long as the data remains openly available. Disposed of if the records are not assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-	In SUNET Drive or another KAU-approved research operations system

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			historical value, or of major public interest. Information on, and links to, the persistent identifier are retained together with the archived dataset. RA FS 1999:1	
6.1.3	Conduct research	Openly available metadata accessible to everyone.	Retained. (May be linked or harvested data.) RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.3	Conduct research	Various processed versions of data that have been processed by a data program or manually, e.g. compiled survey responses, transcribed interviews, aggregated data, drafts, concepts, notes awaiting rework, calculations, extracts and data files that are non-independent steps in ongoing data processing.	Retained if the data is assessed as having continued scholarly value or value for another research field, or as being of major scientific-historical, cultural-historical or personal-historical value, or of major public interest. Otherwise disposed of after 10 years if the above criteria are not met. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system
6.1.7	Make research results available	Posts and comments, social media.	Preservation takes place in accordance with RB 83/13, dnr C2013/504. Posts and comments are disposed of after 1 month. RA FS 2019:1 (amended 2020:1)	
6.1.7	Make research results available	Karlstad University's publications, e.g. articles, books and conference papers/reports.	Retained. RA FS 1999:1	Managed in DiVA and, where applicable, in printed paper format
6.1.7	Make research results available	Doctoral theses.	Retained. RA FS 1999:1	Managed in DiVA and in printed paper format

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6.1.7	Make research results available	Scientific final reports.	Retained. RA FS 1999:1	Registered in W3D3
6.1.7	Make research results available	Popular-science publications, e.g. accessible communication on the web or as popular-science lectures, newsletters, film, podcasts.	Retained. RA FS 1999:1	Managed on, among other things, the university's website
6.1.7	Make research results available	Lists of objects, photographs or similar.	Retained. RA FS 1999:1	In SUNET Drive or another KAU-approved research operations system