



Rektor

Agneta Witte Åström
Case officer
Technical division

Regulations concerning deletion of certain documents that have been received or compiled as part of the EU cooperation at Stockholm University

Pursuant to the regulations and general recommendations of the National Archives of Sweden concerning the deletion of certain documents that have been received or compiled as part of the EU cooperation among public authorities (RA-FS 2000:1), the Vice-Chancellor decides that the regulations are to be applied at Stockholm University as follows.

Documents	Deletion deadline	Remarks
Documents that have been received or compiled due to the fact that the university has participated in committees or workgroups under the council or commission in the capacity of <i>representatives or deputies</i>	May be deleted after 5 years	<p>Provided that the following documents are retained:</p> <ul style="list-style-type: none">• archive copies of documents sent to the Swedish Government Offices from the university• instructions or standpoint memos received and compiled• reports compiled by the university• lists compiled by the university <p>Documents must be retained if Stockholm University is represented by a regular member on the committee or workgroup under the council or commission.</p>

Documents, cont.	Deletion deadline	Remarks
Documents submitted for information by an EU body and that are of temporary or little importance, e.g. agendas, invitations to meetings, document or language versions, date for statistics	May be deleted when out of date	Provided that no action on the part of the university has been prompted by these, or that the documents have not constituted data for the university's position in a committee or workgroup under the council or commission in which the university is represented by a regular member.

Deletion when a document is out of date means that the document may be deleted immediately or when it is no longer needed for the activity.

Storage is required for documents of types other than those listed.

The decision may be applied to documents that have arrived or been compiled from 1 January 1995, inclusive.