



Stockholms  
universitet

DECISION  
22/02/2018

Ref. no.  
SU FV-2.6.2-0628-18

Rektor

Göran Rydeberg  
Archives and Records Office

## **Procedure for the archive organisation and archive maintenance at Stockholm University**

(Replaces *Guidelines relating to the archive organisation and archive maintenance at Stockholm University*, SU FV-2.6.2-2564-13)

The President makes decisions in accordance with the contents in the annex concerning the archive organisation and archive maintenance at Stockholm University.

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Göran Rydeberg

CC:

Heads of division working in administration  
Heads of department  
Head archivist

Annex

## **Procedure for the archive organisation and archive maintenance at Stockholm University**

### **Archive creators**

All decision-making bodies at Stockholm University, divisions (or equivalent) at the university administration, departments (or equivalent) and research projects at departments – unless determined otherwise in contracts – create archives consisting of public documents at these bodies.

### **Organisation and responsibility**

#### Administration organisation

The head of the Archives and Records Office bears overall responsibility for document management, archive creation and archive maintenance at the university, this responsibility being administered at the division.

The head of the division is responsible for the following, among other things, at Stockholm University

- monitoring applicable statutes and provisions and preparing internal regulations relating to archive and document management,
- handling/submitting cases on issues relating to archive and document management,
- reporting on the university administration's archive creation, support systems for which the organisation is responsible and maintenance of the university's central archive,
- assisting the departments (or equivalent) and the university administration's divisions in their archive and document handling,
- pursuing internal training and distributing information and intelligence on archive and document management.

#### Departments (or equivalent)

Primary responsibility for document management and archive maintenance at departments (or equivalent) rests with the department board/head of department (or equivalent), who appoints archive maintenance officers. Messages relating to the designated archive maintenance officer are submitted to the archive function at the Archives and Records Office.

The archives officer is responsible for

- handling cases relating to archive and document management at departments (or equivalent),
- ensuring that archive maintenance and archiving are performed as prescribed,
- compiling archive descriptions and other key documents designated for archive maintenance,
- if necessary, submitting suggestions for the deletion of archive documents and notifying the archive function of changes in the creation of archives of the department (or equivalent),



- submitting archive documents to a central archive,
- submitting a list of support systems used for which the organisation is responsible to the Archives and Records Office once a year.

Archive maintenance officer

The information that the archives maintenance officer should handle includes

- ensuring that archive stock and its metadata are recorded. This work includes creating and labelling volumes, compiling the archive list for the department (or equivalent), compiling an archive description (in consultation with the archives officer at the department) and other key documents designated for archive maintenance, regardless of storage medium.
- implementing prescribed deletion of archive documents.

## **Archive maintenance**

### Archive recording

The university administration and all departments (or equivalent) must compile and regularly update – on an annual basis – archive descriptions, archive lists and other key documents designated for archive maintenance. Archive stock in main sections and subsidiary sections is reported when compiling a list. The archive documents must be combined into volumes as soon as possible and labelled. Special provisions are applicable to the archiving of digital documents. Applications of these provisions for archiving of digital archive documents are communicated in a separate scheme.

### Storage and protection of documents

The archive documents must be stored in a locked area (room or cabinet), ideally fireproof. Only records are to be stored in this area (not forms and stationary, printed items, furniture, machines, etc.). The archive documents should be protected to prevent unauthorised access. They should only be made available to people who do not belong to the public authority when permission has been granted by the university administration/department (or equivalent). When documents are issued, a check must be performed to find out how the archive documents will be handled.

The archive function and – at the departments (or equivalent) – the archives officer, are responsible for handling the keys to the central archive.

The various university archives must be kept separate from one another.

Special provisions are applicable to the handling of digital archive formations.



Archive documents must be stored and protected so that the physical and logical quality is ensured, and be set up in accordance with specifications in the archive list.

#### Deliveries to the central archive

The department (or equivalent) is responsible for ensuring that the archive documents are stored in accordance with applicable provisions prior to delivery to the central archive. Analogue archive documents must be packaged and delivered to the central archive in accordance with instructions from the archive function. The time for delivery is agreed with this organisation. Special provisions are applicable to delivery of digital archive formations. The archive function is responsible for storage and archive maintenance after delivery to the central archive. However, responsibility for the stock itself rests with the archive creator or the organisation that has taken over responsibility for previous activities and archive documents.

#### Deletion

Deletion should be performed at least once a year and may only take place in accordance with prescribed or authorised deletion decisions.

#### Archive loans

Internal loans from central and departmental archives are acknowledged and marked in a manner appropriate for the purpose. Only entire volumes of analogue archive documents should be loaned regularly, and not loose archive documents. Special provisions are applicable to the handling of digital documents.

Loans of archive documents from and to other public authorities are handled by the archive function.

#### Miscellaneous

Please consult the law function at the Planning and Executive Support Division for classification of archive documents and handling of the same.