

<b>For destruction:</b>	<b>Retention period</b>	<b>Remarks</b>
Examination notes (are digitally recorded at BOZ)	Two years	BSD 60.081
Completed exam papers	Two years	BSD 60.081
Lab reports	Two years	BSD 60.081
100-hour and 200-hour assignments	Two years	BSD 60.081
Circuit of meetings <u>not</u> of the chair	Two years	BSD - practical tips. For example, University Council, Faculty Council, STW Technology Foundation users committee, Netherlands Organisation
Proceedings	Three years	No records. Are kept at the university library.
Documents received for information purposes	Two years	BSD - practical tips.
Internship reports	Six years	BSD 60.081. However, in connection with possible follow-up research, these can be kept for a longer period of time at the request of the chair.

Publications	Three years	No records.
Preprints (preliminary publications of articles)	Three years	No records. It involves printing publications for distribution.
Course books	Seven years	This is documentation. Is used during a review.
Course material of subjects and syllabi	Three years after replacing	This is documentation. Has been compiled from various sources. The various sources are available via the university library. It is recommended that the title page and the associated table of contents be kept. The course material can then be easily reconstructed.
Financial details (budgets, etc.)	10 years	In accordance with EC directive
Financial details (projects)	10 years	BSD 60.483 In accordance with EC
Financial details (rejected projects)	Five years	BSD 60.483 May in principle be destroyed after one year, but are kept for longer periods of time in connection with resubmission or with another indirect or contract
Copies of invoices	Two years	Are kept by the faculty's Financial Affairs (FZ) cluster or by Financial and

Travel claims (including related source documents)	10 years	In accordance with EC directive The employee concerned should be able to hand over the source documents if requested.
Doctorates	30 years	Parts of the doctoral procedure may be destroyed after five years, but it is not yet clear which parts. The doctoral register at the Doctorate Board level is kept permanently.
Doctoral theses	Five years	Are kept permanently at the university
Graduation reports	10 years	BSD 60.081 Are kept for a longer period of time, however, in connection with possible follow-up research.
Master's theses	10 years	BSD 60.081 Are kept for a longer period of time, however, in connection with possible follow-up research.
Personal data (personnel files with chair)	One year	Are kept at HR (centralized /
Annual reports of others	Two years	BSD - practical tips (annual reports of other universities, institutes, institutions, etc.)
Abstracts	Three years	No records. Are kept at the university library.
Surveys carried out for research and doctoral research	10 years	See the note to the section entitled 'For storage and transfer to University

<b>For storage and transfer to University of Twente archive depot</b>		
Policy plans based on the chair's education and research	Keep	BSD B1
Chair meetings (agendas / reports)	Keep	BSD B3
Patent applications	Keep	BSD B6
Patents	Keep	BSD B6
Annual reports of the chair	Keep	BSD B3
Elaboration (or further elaboration) of the Teaching and Examination Regulations (TER)	Keep	BSD B1
Chair regulations	Keep	BSD B5
Brochures / leaflets about the chair's education and research	Keep	BSD B1
Journals published	Keep	BSD B5

by the chair		
Conferences organized by the chair	Keep	BSD B1 (is processed by L&A)
Lecture notes	Keep	BSD B1
Posters (presentations about research)	Keep	BSD B1 Give an overview of the development of research within a chair
Literature (books etc.)	Keep	B1 Are processed by L&A.
Series of incoming mail and outgoing	Keep	B1 Are processed by L&A.
Educational reviews	Keep	B1 Are processed by L&A.
Research reviews	Keep	B1 Are processed by L&A.
Statistical material resulting from research carried out	Keep	B5 For example, the results of research and doctoral research. Concerns files in SPSS, Stata, etc.