

Version: Final

Date: 30-08-2016

List of documents to be destroyed in the long term and documents to be kept at University of Twente - Research institute (institutional administration/scientific director/managing director) level

Documents to be destroyed in the long term

Description of document	Retention period	Remarks
Decisions on letters of objection	Seven years	60.299
Documents received for information purposes	Two years	Practical tips. For example, annual reports of other institutes, institutions, etc.
Recommendations made to others	Two years	Practical tips. Are kept in the archive for which the recommendation is made.
Circuit of meetings which the employees of an institute attend without fulfilling the role of secretary or chairperson.	Two years	Practical tips. For example, the University Council, STW Technology Foundation user groups, Doctorate Board, Royal Netherlands Academy of Arts and Sciences (KNAW), Netherlands Organisation for Scientific Research (NWO), the University of Twente Scientific Directors Consultative Body, etc.
Representation of members of the	Two years	Practical tips

institutional administration in university bodies		
Participation by members of the institutional administration in national consultative bodies (for example, Association of Universities in the Netherlands (VSNU), KNAW, etc.)	Two years	Practical tips
Invoices etc.	10 years	60.483
Grants	10 years	60.483
Projects with indirect and contract funding	10 years	60.483
Conferences (participation)	10 years	60.483

Documents to be kept

Description of document	Retention period	Remarks
Drawing up outlines of training programmes for PhD students	Keep	60.141
Research reviews	Keep	60.142
KNAW accreditation research school	Keep	60.142
Drawing up research programmes for the institute	Keep	60.140

Drawing up five-year research programmes	Keep	60.139
Setting up an ad hoc committee by the institute	Keep	60.008
Agendas/reports of any ad hoc committees established by the institute	Keep	60.008
Cooperation agreements	Keep	Practical tips
Evaluation of programmes (and research programmes)	Keep	60.142
Institute's reports (and annual reports)	Keep	60.024
Institute's long-term plan	Keep	60.024
Institute's strategic plan	Keep	60.024
Institute's annual plan	Keep	60.024
Drawing up budgets	Keep	60.016
Agendas/reports and appendices of board meetings	Keep	Practical tips. Is not a formal duty. Record management procedure
Spring meeting between the Executive Board and the institutional administration	Keep	Practical tips. Record management procedure
Autumn meeting between the Executive Board and the institutional administration	Keep	Practical tips. Record management procedure
Conferences (organized by the institute itself)	Keep	Transfer to Library & Archive (L&A). Is processed by us.

Conferences (participation in conference by giving a presentation)	Keep	Transfer to Library & Archive (L&A). Is processed by us.
Poster presentations of research by institute employees	Keep	60.008
Videos about – or created by – the institute	Keep	60.008
Leaflets etc. about the institute	Keep	60.008
Publications etc. by the institute	Keep	60.008

Note:

If you have any doubts or questions, please contact the record keeper within your faculty or the Semi-Static Archive unit of the Operational Information & Learning Services (OILS) department at the LISA service centre.