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Overview of documents to be kept or destroyed on behalf of a professor/associate professor/assistant professor.

Please note: THIS APPLIES TO BOTH PAPER AND DIGITAL DOCUMENTS.

Documents to be destroyed

Document	**Keep /Destroy**	**Remarks**
Theses produced by students	Six years	In principle BSD 60.081, but due to the fact that sometimes there is a follow up, a period of 6 years was chosen.
Completed exam papers	Two years	BSD 60.081
Graduation projects produced by students. These are not only reports, but also prototypes, CD-ROMs, etc.	10 years	BSD 60.081 Have to be kept for a longer period of time due to new legislation
Completed exam papers	Two years	BSD 60.081
Lab reports produced by students	Seven years	BSD 60.081 on the basis of legislation guaranteeing educational quality
Course books	Seven years	This is documentation that is used during a review.
100-hour and 200-hour assignments produced by students	Seven years	BSD 60.081 based on legislation guaranteeing educational quality
Circuit of meetings (working groups, committees, etc.) which employees attend without fulfilling the role of secretary or chairperson.	Two years	Practical tips
Conference proceedings	Three years	No records. Are kept at the university library.
Documents received for information purposes	Two years	Practical tips
Internship reports produced by students	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 a chair.
Preprints	Three years	There are no records. In principle, they can always be found at the university library.
Course material of subjects and syllabi	Three years after replacing	No records. Please keep the course material's title page and table of contents and transfer these to Library & Archive (L&A).
Financial details of projects	10 years after end of project	BSD 60.483 and in accordance with EC directive
Financial details of projects that did **not** take place	Five years	May in principle be destroyed after one year, but are kept for a longer period of time in connection with resubmission or follow-up.
Copies of invoices	Two years	Are kept by the faculty's Financial Affairs (FZ) cluster or by Financial and Economic Management (FEZ) - Accounting House for 10 years.
Travel claims, including related source documents such as receipts, etc.	10 years	60.483 in accordance with University of Twente guideline Employee should be able to hand over source documents if requested.
Doctorates	30 years	Parts of the procedure may be destroyed after five years, but it is not yet clear which parts.
Doctoral theses	Five years	Are kept permanently at the university library.
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 reports	10 years	BSD 60.081 Are kept for a longer period of time, however, in connection with possible follow-up research.
Decentralized personnel records (personal details)	One year	Are kept at HR (centralized / decentralized)
Annual reports of others (for example, the STW Technology Foundation, the Royal	Two years	Practical tips

Netherlands Academy of Arts and Sciences (KNAW), other faculties, other chairs, etc.)		
Abstracts	Three years	No records. Are kept at the university library.
Surveys carried out for research (and PhD research)	10 years	See the note to the section entitled 'For storage and transfer to University of Twente archive depot'.

Documents to be kept

Your policy plans or those of your group	S	BSD B1
Your meetings or those of your group, including agendas / reports and appendices	S	BSD B3
Patent applications	S	BSD B6
Patents	S	BSD B6
Your reports (or annual reports) or those of your group	S	BSD B3
Regulations, guidelines or codes of conduct established by you or by your group	S	BSD B1, possible elaboration of University of Twente guidelines, regulations
Your brochures, leaflets on education and research or those of your group	S	BSD B1
Journals published by you or by your group	S	BSD B5
Conferences organized by you or by your group	S	BSD B1 Transfer to L&A. Is processed and kept by L&A.
Lecture notes	S	BSD B1
Posters about research	S	BSD B1 Give an overview of the development of research within the group
Literature	S	No records. Transfer to L&A. Is processed by us.
Incoming mail and copies of outgoing mail, either yours or your group's	S	BSD B1 Transfer to L&A. Is processed by us.
Contributions to educational reviews	S	BSD B1 Is processed by L&A.
Your publications, including source material, or those of your group	S	Transfer to L&A. We carry out checks in METIS/Research Information Systems (RIS) and the university library catalogue
Your research plans or those of your group	S	B3
Notes	S	B1
Photographs taken by you or by your group	S	Practical tips (transfer to L&A)
Videos made by you or by your group	S	Practical tips (transfer to L&A)
Your website or that of your group	S	B1
Awards/Certificates received	S	B1
Educational reviews	S	Are processed by L&A.

Research reviews	S	Are processed by L&A.
Static source material / research data resulting from – or collected during – research work	S	Is processed in collaboration with 3TU Datacentrum, including SPSS files