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## Overview of documents from the Programme Director's (OLD) archive to be destroyed or kept

### Documents to be destroyed

Document	Destroy/Keep	Remarks
Examination notes (are recorded electronically at the Centre for Educational Support (CES)-Educational Affairs Office (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> involving the Programme Director	Two years	BSD - practical tips. For example, University Council, Faculty Council, Faculty Board, Netherlands Organisation for Scientific Research (NWO) committee and Royal Netherlands Academy of Arts and Sciences (KNAW) committee.
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 a chair.

Course books	Seven years	This is documentation. Is used during a review.
Course material of programme subjects	3 years	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 of projects	10 years	BSD 60.483 and in accordance with EC directive
Travel claims (including related source documents)	10 years	BSD 60.483 The employee concerned should be able to hand over the source documents if requested.
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.
Personal data (personnel files of staff)	One year after dismissal	Are kept at HR (centralized / decentralized)
Annual reports of others	Two years	BSD - practical tips (for example, annual reports of other universities, institutes or faculties and service departments)

Surveys conducted among students	10 years	See the note to the 'Documents to be kept' section.
Organization of information activities on behalf of the educational programme	10 years	60.483 Leaflets, programmes, flyers, etc. are kept

Documents for storage and transfer to the University of Twente archive depot.

<b>Document</b>	<b>Destroy/Keep</b>	<b>Remarks</b>
Policy plans based on internal teaching/programmes	Keep	BSD B1
Educational programmes developed, including associated literature etc.	Keep	BSD B1
Courses developed, including associated literature	Keep	BSD B1
Reports (or annual reports) with regard to programmes being taught.	Keep	BSD B3
Further elaboration of the Teaching and Examination Regulations (TER)	Keep	BSD B3
Other regulations	Keep	BSD B4
Brochures, leaflets, etc. about the educational programmes	Keep	BSD B4
Conferences held by the educational programme's staff	Keep	B1 (is processed by Library & Archive (L&A))
Lecture notes	Keep	BSD B1
Series of incoming mail	Keep	BSD B1 (is processed by L&A)
Series of copies of outgoing mail	Keep	BSD B1 (is processed by L&A)
Educational reviews	Keep	BSD B1 (is processed by L&A)

Statistical material regarding surveys carried out into the quality of education	Keep	BSD B5 The results (summaries) must be kept
Drawing up attainment targets and learning objectives for the programme	Keep	BSD B1
Drawing up a coherent educational programme	Keep	BSD B1
Organizing the implementation of education and student guidance	Keep.	Find out what this means. Which kinds of documents are created?
Design of educational quality assurance system	Keep	BSD B! For more information, see educational review