

Archive Delivery Note

Field with *red edges* is mandatory

Title	
Name	
Karolinska Institutet	
Department	
Division	
Unit/Research group	
Team	
Subject (research area)	
Method	
Date	
Identifier	
Source	
Coverage	
Rights	
Format	
Size	
Volume numbers	

Mark the records that are included as a basis for your project!

	Document	Comment
	<i>Following documents can be discarded 10 years after the project ended</i>	
	Lists of codes etc for registry data	
	Quality controls	
	Consent form	
	Logbook (paper or ELN)	
	Clinical trial on a medicinal product (Research data)	
	Raw data/Primary data (scanned or otherwise digitized)	
	Miscellaneous	

	<i>These documents shall be archived</i>	
	Scientific articles/publications	
	Data collection form	
	Templates for surveys	
	Important correspondence	
	Webpage for a specific research project	
	Miscellaneous	
	<i>Registered documents</i>	Dnr.
	Agreement KTA	
	Biobank Agreement	
	Personal Data Processing Agreement	
	Withdrawal of consent	
	Ethics application - Applications and appendices - Decision	
	Research plan	
	Funding Non granted applications may be destructed 2 years after rejection.	
	Application: granted (Application and decision)	
	Data Management Plan, DMP	
	Master Trial File	
	Scientific and financial reports	
	Authorisation of a clinical trial on a medicinal product	
	Non-disclosure agreement	
	Clinical investigation of medical devices - Notification form, attachments and decision	
	Consortium Agreement	
	Purchase of registry data - Application, decision	
	Approvals from the Swedish Radiation Safety Authority. Swedish Work Environment Authority. Swedish Board of Agriculture. Non granted applications for may be destructed 2 years after rejection.	
	Third party agreement	
	Agreements regarding transfer of research materials	
	Commissioned research: Contract and Research Reports	
	Miscellaneous	

1. Should the primary data belonging to this project be preserved?

Yes

No

If yes:

1. Is the material unique and/or hard to recreate?

Yes

No

2. Can the material be assumed to be used in future research projects?

Yes

No

3. Can the material be assumed to have historical value?

Yes

No

4. Can the material be assumed to be of great public interest?

Yes

No

Comments:

5. Does the material contain confidential information, such as sensitive personal data or other data that is defined in the Public Access to Information and Secrecy Act?

Yes

No

Comments