



Description of research projects and ditto materials

This form is to be completed as the project is terminated; then file it with the record manager at your unit.

Project information	
Project name:	Person in charge of project:
Unit:	Other persons involved in project:
Project began when?	Project was terminated when?
Financing:	
Description of project:	
Subject designation / keyword:	
Publications, reports, other results of project :	
Research materials – administrative papers, etc.	
Project ledger has been filed in unit archives <input type="checkbox"/>	
File number:	Project number:
Other papers to be archived (not entered in file no.):	

Research materials – primary materials	
Quantity (no. of running metres, gigabyte, etc):	
Storage format (on paper, optical disk, server, etc):	
Stored where? (unit archives, office room, etc):	
User rights/copyrights, other limitations, if any (secrecy):	
Working materials	
Should any of these materials be stored? (If yes, store in unit archives):	
Other descriptive accounts & papers (such as interim reports, articles & final	
Stored in unit archives: <input type="checkbox"/>	
Supplementary information	
Usability of materials in other types of research, direct connections with other research materials, if any:	
Decision regarding removal & obliteration 1	
A decision to this effect has been taken; filed in unit archives: <input type="checkbox"/>	
Remarks:	

Project leader's signature

Date

Clarification of signature

¹ The KTH President has authorised Heads of School at KTH to take decisions on their own regarding the removal and obliteration of materials, subject to prior presentation from the project leader. Such a decision must always be founded on the details given in the KTH guidance document "**Preservation and obliteration of research documents**". Such a decision should be taken as soon as a research project has been terminated; this act must always be documented by a written statement, which is to be filed. This also means that obliteration of documents and other materials must not take place any sooner than 10 years after the project was terminated. Materials excepted from this must be preserved for the future.