



UMEÅ UNIVERSITY

RULE FOR THE DISPOSAL OF DOCUMENTS OF A TEMPORARY OR MINOR NATURE

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¹ This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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1. Description

The management of public documents at Umeå University is organised according to the classification structure adopted by the Vice-Chancellor and described in retention and deletion plans. The classification structure describes the processes used by the University and the retention and deletion plans describe what documents are included in the processes and how they should be handled.

This rule intends to encompass the official documents handled by the University but that are not part of a specific process and have a temporary or minor significance.

2. Background

The term “document” refers to a written or pictorial representation and to a recording that can only be read or listened to, or otherwise comprehended by means of technical devices. Under the Freedom of the Press Act, a document is official if it is held by a government agency and if it can be considered to have been received or drawn up by such an agency.

Working materials, such as drafts, minutes, etc., are not official documents unless they have been dispatched or registered for archival purposes. They can therefore be deleted immediately on completion of a task without a disposal decision.

According to the laws and regulations governing archive creation at government agencies, a plan must be drawn up for the handling of official documents. These retention and deletion plans constitute local implementation decisions for the Swedish National Archives’ regulations and regulate whether and when a document can be disposed of.

Umeå University processes many different types of official documents that have either a temporary or minor significance or have lost significance for the University after being transferred to new storage media. Because of the number of the various documents and their temporary or routine significance, it is neither practical nor appropriate to list them in a document management plan. In the event of uncertainty about whether a document is of a temporary or minor nature or has lost significance after having been transferred to new storage media, please consult the Registry and Archives.

Due to the content and nature of this document, the work environment, collaboration, sustainability, accessibility, student, and international perspectives have not been integrated. The policy document is not expected to have any consequences for gender equality at Umeå University.



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3. Temporary documents and those of minor importance

This rule states that official documents that match the definitions above and are not included in a retention and deletion plan adopted by the Vice-Chancellor can be disposed of when they are no longer needed by the organisation, in accordance with the general provisions of the Swedish National Archives on archiving at government agencies, RA-FS 1991:6 (amended 1997:6, 2012:2).

3.1 Examples of temporary documents and those of minor importance

- Received or dispatched reports, requests and communications of a temporary or routine nature and documents that do not concern the agency's area of focus, or which are meaningless or incomprehensible and do not result in any action.
- Copies and duplicates not covered in another retention and deletion plan.
- Documents that have been received for information and have not led to any action, if they are otherwise of minor importance.
- Registers, ledgers, lists and other temporary aids created to facilitate the work of the agency and that are irrelevant in documenting the activities of the agency, to searching and finding documents or maintaining links within the archive.
- Proof of receipt and notification, provided that no notes have been added that provide new information to the case.
- Documents that have formed the basis for internal planning within the agency; and operational reports when they have been summarised or otherwise processed, provided that the documents do not otherwise have any function.

3.2 Examples of documents that have lost significance after transfer to new storage media

- Documents that have been received by the government agency or dispatched by the agency in electronic form if the documents have been transferred to another format or other storage media. A prerequisite for disposal is that the transfer has only resulted in insignificant losses. For the loss to be considered insignificant, documents may not be



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authenticated by electronic signatures or equivalent. Nor may they be structured in such a way that significant processing opportunities are lost.

- Documents received by the agency in an unauthenticated form, such as fax or email, when an authenticated document containing the same content has been received at a later stage. A prerequisite is that no notes have been added to the document that are relevant to a decision by the agency or to the course of any proceedings. If the document that was received first has an arrival stamp, the document should be retained until the case has been closed, unless the time of arrival has been otherwise documented, e.g., in a journal or easily accessible log list. If the case concerns the exercise of official authority against an individual, the document must be retained until the period of appeal has expired.
- Documents received by the agency in the form of a voicemail message, message left on an answering machine and equivalent, which have added information to a case, provided that the content has been documented in an official note that has been attached to the other documents in the case.
- Digital documents prepared solely for dissemination or disclosure.
- Digital documents that have been transferred to retainment systems, but remain in the system of origin, can be disposed of from the system of origin.
- Incorrect data in databases and systems resulting from clerical errors, miscalculations or similar errors of neglect, provided that corrections have been made.