



PROCEDURE: What should be archived in P360?

Prepared by: The Document Centre
Approved By: < responsible (role) >
Approved Date: < date >

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Replaces: New

What should be archived in P360?

Who does the procedure apply to

This guide applies to all employees of NMBU who work with information, documentation or administrative procedures.

Purpose

The purpose of the procedure is to ensure that archivable documentation is stored in a safe and proper manner. Archiving in P360 also ensures the retrieval, reuse, and sharing of information internally. In addition, protection of privacy and security are taken care of.

Responsibility

All employees/case officers are responsible for archiving documents that are archivable. The case officer is responsible for assessing what is archivable in a case. This assessment must be made based on a combination of legislation and discretion.

The Document Centre is responsible for quality assurance of archived documents, and for controlling and approving registrations made by the case officers. The Document Centre can provide advice and assistance to case officers in their assessments.

Archives are governed by various laws, including the Archives Act with pertaining regulations, the Freedom of Information Act, the Public Administration Act and the Personal Data Act.

What should be archived in P360?

There is a requirement to archive all documents that are subject to administrative procedures or that have value as documentation. This also applies to documents in internal case processes. It is important to be able to document what we do and why we do it. At the same time we must avoid keeping everything. Good judgment is important. All employees of NMBU will need to assess what is to be archived on an ongoing basis.

As an aid, the Document Centre has drawn up the following checklists:

1. [What is archivable? - Checklist](#)
2. [Examples of archivable documents](#)
3. [What should not be archived?](#)
4. [Examples of what is not archivable](#)

1. What is archivable? - Checklist

The document is archivable if you answer Yes to one or more of these questions:



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- Is the document part of an internal project or report?
- Does the document contain information that can be reused?
- Is the document important for understanding the basis of a decision or a decision in a case?
- Has the document been sent to us for us to make a resolution or a decision in a case?
- Does the document contain clarifications about a problem?
- Does it maintain the legal safeguards of students or employees?
- Can the document be of interest to an audience or the general public?

2. **Examples of archivable documents (the list is not complete):**

- Presentation of cases, notices of meetings, minutes and resolutions in connection with meetings of boards, councils, committees and similar bodies
 - -> See special procedure for dealing with committees (link)
- Internal instructions, procedures and guidelines
- Reports (both internal and external)
- Annual plans and action plans
- Strategy and governance documents
- Risk assessments
- Decisions
- Documentation of organisation and organisational development
- Business- and financial management
 - e.g. budgets, accounts, interim reports, company reports, audits
- Contracts, agreements, all commitments of an academic and economic nature
 - e.g. purchase agreements and acquisitions
- Statements
- Complaints
- Planning, management and evaluation of HSE work
 - e.g. working environment surveys and follow-up of occupational accidents
- Planning, management and evaluation of safety and emergency preparedness
 - e.g. contingency plans
- Property management
 - e.g. Acquisition and disposal of property, planning and implementation of construction projects
- Self-produced printing matter
- Applications for inspection and responses
- Documents relating to an individual's terms of employment (personnel files)
 - -> See special procedure (link)
- Employment cases
 - -> See special procedure (link)
- Planning, management and evaluation of personnel management
 - e.g. local personnel policies, internal regulations and guidelines for personnel management
- Notification of censurable conditions (whistleblowing)



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- Examination protocols and questions
- Educational programmes and programme descriptions
- Master's and doctoral papers
- Complaints about examination results and formal errors
- Documentation of externally funded research projects-> see special procedure (link)
- Contracts and administrative procedures concerning contract work - contract research
- Documents concerning the individual doctoral candidate - > see special procedure
- Documents relating to individual students (student affairs) - > see special procedure (link)

3. What should not be archived?

The main rule is that if the material does not lead to administrative procedures and does not have any documentation value for the organisation, it is not considered to be archivable. Then it should not be registered in P360.

4. Examples of what is not archivable:

- Printed matter, invitations, publications, circulars, and other duplicated material from external sources
- Advertising, periodicals and newspapers
- Own working documents/notes/rough copies/drafts
- Minor hotel reservations
- Correspondence on changes to meeting time, food and beverages etc.
- Private correspondence
- Financial documents such as invoices, sickness and absence notices, travel and subsistence claim forms, or other information stored in UBW/Agresso

References:

The Archive Act: <https://lovdata.no/lov/1992-12-04-126>

Regulations on public archives: <https://lovdata.no/forskrift/2017-12-15-2105>

The Freedom of Information Act: <https://lovdata.no/lov/2006-05-19-16>

The Public Administration Act: <https://lovdata.no/lov/1967-02-10>