Guidelines for the Transfer of documents to the University Archives of TU Wien
(Rectorate’s resolution dated 11/03/2014)

These guidelines are applicable to documents as per § 1 section 3 of the part of the statute “Terms of Archiving and Access of the University Archives of TU Wien”, which have been created in the bodies and organisational units of TU Wien or their predecessor institutions during the fulfilment of their tasks. They are meant to facilitate the transfer or submission of documents and data to the archives as per § 2 (2) of the Terms of Archiving and Access
In principle, documents should be transferred to the archives only when they are no longer required for the current work of the relevant organisational unit and if the files were closed 30 years ago.

In exceptional cases, more recent documents may be submitted after consulting the Archives Management. However, a minimum five years must have elapsed (cf. § 2 section 1 of the Terms of Archiving and Access).

The submitting organisational unit prepares a list of the documents to be transferred and forwards it to the archives together with the documents. Directories, indices and other finding aids, if any, should be transferred as well together with related material. The form of transfer of electronic documents should be arranged separately with the University Archives.

I. **Written material (documents and data) which must be permanently preserved and where transfer to the archives is mandatory:**

1. All documents which have been created before 01/01/1966;
2. Documents defining norms, such as drafts of statutes, drafts of guidelines and regulations, guidelines for authorizations, organisation and development plans including written comments on these;
3. Records created by the legally prescribed managing bodies of the University (University Council, Rectorate, Senate) and the committees implemented by them (such as habilitation and appointments committees, curricular committees), working groups and other committees while exercising their tasks, official correspondence;
4. Minutes and accompanying material of the meetings of the University Council, Rectorate, Senate, university management and advisory boards such as Faculty Councils and Institute conferences;
5. Records created directly by the offices of the Rector, the Vice-Rectors, the Chairperson of the University Council, the Senate and the Deans while exercising their duties;
6. Records created in the organisational units while exercising their duties;
7. Personnel files including teaching assignments and records related to guest lectures and visiting professors, appointment files;
8. Evaluation documents, contracts, agreements on performance and objectives;
9. Records concerning academic honours and the conferring of stipends and awards;
10. Study and examination records, particularly students’ catalogues, “Nationale” and student records, examination records for State, Diploma, Bachelor’s and Master’s
1. Examinations and PhD records;
2. Habilitation records along with the enclosed documents;
3. Classifications of functions, rules of procedure, organisational charts and, if available, filing plans for the central offices and organisational units;
4. Records created by the university management concerning budget preparation and execution;
5. Construction records and plans for buildings used by TU Wien;
6. Partnership agreements between TU Wien and other educational institutions.
7. Records created by the university management concerning budget preparation and execution;
8. Construction records and plans for buildings used by TU Wien;
9. Partnership agreements between TU Wien and other educational institutions.
10. Inventory lists and collection inventories.

The scope of the University Archives’ collection also includes publications by TU Wien and its organisational units, any and all Institute publications, annual reports, activity reports and lecture notes.

All documents and data not listed above should be offered to the archive for transfer. They may only be destroyed if the University Archive does not regard them as being of archival value and declines to accept them or has not reached a decision on their archival value within three months of their being offered. In case of doubt, the management of the University Archives should be contacted. The management provides advice on all records management and archiving issues.

II. Records (documents and data) which should not be submitted to the archive:

1. Copies of internal circulars of the University and information such as bulletins, notifications concerning employment law, general circulars and information from the University Administration;
2. Printed collections of legal texts and norms;
3. Documents concerning accounting and procurement such as receipts, account statements, billing documents, order and purchase documents, etc.;
4. Written material from the Deans’ offices and Institutes concerning travel and cross-border traffic, customs clearances;
5. Written material from the Deans’ offices and Institutes concerning official trips, such as travel authorisation requests, requests for travel allowances or leaves of absence, etc.;
6. Internal records from the Deans’ offices and Institutes such as service notes, vacation and sickness notifications, staff appointment schemes, documents for the publications management office.

The documents listed above may be destroyed by the respective organisational unit once any legally prescribed retention period is over. Duplicates and multiple copies of any written material should also be eliminated before transfer to the archives. In case of any doubts, the University Archives should be contacted.

Vom Rektorat übermittelt am 30.06.2015