

APPENDIX P: LISTS OF DOCUMENTS THAT GENERALLY SHOULD/SHOULD NOT BE FILED IN WORK ZONE

Please notice: The list is not exhaustive. Please feel free to contact the WorkZone Secretariat, if you are in doubt about filing a document.

Documents	Filing
Accounts	No
Accounts - projects	Yes
Account statements	No
Address lists	No
Advertisements	No
Advisory board	Yes
Agendas, AAU	Yes
Agendas, prepared by others	Yes, in so far as the University is participating.
Agenda appendices, AAU	Yes
Agenda appendices prepared by others	Yes, in so far as the University is participating.
Announcements	No
Annual Report	Yes
Annual reviews, AAU	Yes
Annual reviews, prepared by others	No
Articles, AAU internal	Yes
Bank statements	No
Bills	No
Birthday lists	No
Budgets, AAU internal	Yes
Business cases	Yes
Business manuals, prepared by other	No
Case presentations	Yes
Cash advance requests	No
Catalogues	No
Circulars	No
Communication plans, AAU internal and external	Yes
Complaints	Yes
Congratulations	No
Consultation material, AAU	Yes
Consultation materials prepared by others	Yes, if the University is included in the consultation circle
Consultations with parties and responses	Yes
Contracts	Yes
Corrections to minutes	Yes
Course applications	No
Course certificates	No
Course confirmations	No
Credit transfer from previous education	Yes
Curriculum revisions	Yes
Deposits	No
Deposit guides	No
E-mails	Yes, if they are case relevant
Evaluations of study environments	Yes

Evaluations of study programmes	Yes
External examiner chairmanship - annual report	Yes
External examiner chairmanship - minutes	Yes
Good advice	Yes
Guides, AAU	Yes
Guides, prepared by others	No
Holiday lists, internal from HR	Yes
Identification of students at risk of dropping out	Yes
Instructions, AAU	Yes
Instructions, prepared by others	No
Internal rules etc.	Yes
Invitations, AAU	Yes
Invitations, from external parties	Yes
Invoices	No
Key figures from e.g. STADS or ØSS (financial reporting system)	No
Laws	No
Letters	Yes, if they are case relevant
Meeting minutes, AAU	Yes
Meeting minutes, prepared by others	Yes, in so far as the University is participating
Meeting request, AAU	Yes
Meeting request, prepared by others	Yes, in so far as the University is participating
Minutes from meetings between semester coordinator and student-/semester council	Yes
Notes	Yes
Notes on reporting fit for work	No
Objections	Yes
Packing slips	No
Pamphlets, AAU	Yes
Pamphlets, prepared by others	No
Pastoral letters	Yes
Payment lists	No
Payrolls	No
Personnel plans	Yes, if it is included as appendices in casework
Policies, AAU internal	Yes
Presentations, AAU	Yes
Presentations, by others	No – with the exception of supplier presentations
Press clippings	No
Press Releases, AAU	Yes
Press releases, prepared by others	No, unless it is/will be part of a case
Procedures, AAU internal	Yes
Project charter (IT- and internal projects)	Yes
Project documentation (IT- and internal projects)	Yes
Publications	No
Questionnaires, AAU	Yes
Questionnaires, prepared by others	No
Quotes	Yes
Receipts	No

Recommendations	Yes
References	Yes
Regulations, prepared by others	No
Reporting, AAU (IT and internal projects)	Yes
Reprimands	Yes
Requests and replies regarding right of access to documents.	Yes
Requests for refunding	No
Requests from student and semester councils	Yes, if it leads to casework
Requisitions	No
Rule books, prepared by others	No
Semester councils	No
Semester evaluation	Yes
Semester descriptions	Yes
Self-evaluation	Yes
Sick notes	No
Statistical reports	Yes
Strategies, AAU	Yes
Strategies and plans of action, AAU	Yes
Student councils	No
Student council meetings	Yes
Study board meetings	Yes
Study board reports	Yes
Study programme zoom	Yes
Study start survey	Yes
Tender documents	Yes
Thank You notes	No
Travel expense reports	No
Wages tables	No
Written briefings, AAU	Yes