LimeSurvey: export expired surveys and delete them from the system

When the expiration date of your survey has passed, you can export the survey to save it for later reference. Delete your survey from the system after is expires.

The export creates a backup of your survey. Select the export type depending on whether you are also looking to export the responses or only the survey structure, question groups and questions.

Exporting a survey

On the top toolbar of your LimeSurvey homepage, click the "Surveys" dropdown menu and select "List surveys". The page will display a list of all your surveys. Select the surveys you want to export by ticking the box to the left of the survey ID. Click the "Selected survey(s)" button located on the bottom left of the page. Select the export type. The three options are "survey archive" (.lsa), "survey structure" (.lss) and "printable survey" (.html).

If you select "survey archive", the system creates an .lsa file of your survey for archiving purposes. The file will include the survey structure, question groups, questions and responses, but no uploaded files. You can import the .lsa file back to LimeSurvey later, if necessary.

If the survey responses include files uploaded by respondents, store them first by following these steps: Under "Responses" on the top toolbar, select "Display responses". If there are multiple pages of responses (page numbers are displayed at the bottom), select to view all the responses by selecting this option from the menu at the bottom of the page. Otherwise only the responses shown on screen will be selected. Select the responses you want to keep by ticking the boxes. Download the files by selecting this option from the menu at the bottom of the page ("Selected response(s)" -> "Download files"). The system creates a .zip file that you can store on your own computer.

If you select the "survey structure" option, the system creates an .lss file of your survey (including the structure, question groups and questions). You can import the file back to LimeSurvey to use it as a template for a new survey. Please be aware that the .lss file will not include any responses.

If you select the "printable survey" option, the system creates a printable version of your survey.

Deleting a survey

On the top toolbar of your LimeSurvey homepage, click the "Surveys" dropdown menu and select "List surveys". The page will display a list of all your surveys. Select the surveys you want to delete by ticking the box to the left of the survey ID. Click on the "Selected survey(s)" button located on the bottom left of the page. Select "Delete". When you click Delete, a confirmation window will appear asking you to confirm your action. Select Yes to confirm.

The Delete survey button can also be found under the Tools menu. A message will be displayed asking you to confirm the deletion. Before you delete your survey, create an export file of your survey as described earlier in his document to save it for later reference, if necessary.

Adhere to data protection regulations

Data collected with a survey usually contains personal data, which must be taken into account when storing data (the lawful basis for processing, the grounds for retaining data, the retention period, the security of the storage location and access rights).

To read more about data protection and information security regulations, please see, for example, the section titled Data protection and information security on the intranet of Tampere Universities. https://intra.tuni.fi/en/handbook/2686/2725?