



2007-2013 Action Note

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ESF 2000-2006 Programme – Retention Dates

Who

Managing Authority, ESF Co-financing Organisations (CFO), ESF non-Co-financing Organisations (non-CFO), Innovation and Transnationality Mainstreaming projects, ITM Unit, European Secretariat Government of Gibraltar, London Intermediate Body, Audit Authority, and DG Emploi.

What

This action note confirms the destruction dates for documents relating to the ESF programming period 2000 – 2006.

Cleared

Ian Chapman

Head of the Managing Authority

Background

1. As many ESF partners and providers are aware the retention of documents rules for structural funds are stringent and require providers to keep documents for a considerable amount of time.

2. The three year retention period following payment by the European Commission has now begun for all programmes supported by ESF in the 2000-2006 period.

3. The start of the retention period and the date that documents may be destroyed is listed below by ESF programme.

Programme Name	Programme Number	Start of Retention Period	Destroy by Date
Cornwall (Objective 1)	1999GB161DO001	01/02/2012	01/02/2015
Merseyside (Objective 1)	1999GB161DO002	27/02/2012	27/02/2015
South Yorkshire (Objective 1)	1999GB161DO003	27/02/2012	27/02/2015
West Midlands (Objective 2)	2000GB162DO002	09/12/2011	09/12/2014
Yorkshire and the Humber (Objective 2)	2000GB162DO003	01/02/2012	01/02/2015
East Midlands (Objective 2)	2000GB162DO004	17/07/2012	17/07/2015
North East (Objective 2)	2000GB162DO005	15/08/2012	15/08/2015
East of England (Objective 2)	2000GB162DO007	09/12/2011	09/12/2015
London (Objective 2)	2000GB162DO009	10/02/2012	10/02/2015
South West (Objective2)	2000GB162DO010	01/02/2012	01/02/2015
England (Objective 3)	1999GB053PO003	15/01/2013	15/01/2016
EQUAL (GB)	2000GB050PC001	31/08/2011	31/08/2014

Action

4. All documentation (hard copy and electronic) relating to any ESF programmes delivered in 2000-2006 should be retained as indicated in the table above and not destroyed until the appropriate date has been reached.

5. If you are unsure please contact the author of this note.

Contact

Steve Briggs

Managing Authority

0114 294 3271

steve.briggs@dwp.gsi.gov.uk