



2007-2013 Action Note

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Retention of ESF Documents 2007-2013

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 updates the Managing Authority instructions on retention of documents in the 2007-2013 ESF programming period.

Cleared

Ian Chapman
Head of the Managing Authority

Background

1. The Managing Authority recently updated the guidance on the retention of documentation (hard copy and electronic) relating to the current 2007-2013 ESF programme. The updated guidance is reproduced at paragraphs 2 and 3 below.
2. Under Structural Fund regulations, organisations are required to retain documents (that is all documents including match documentation where appropriate) until three years after the European Commission makes the final payment for the programme concerned. This will mean that documents will need to be retained until the end of 2022 at the earliest. The Managing Authority will advise beneficiaries of the final date for document retention when it receives the final programme payment from the Commission. The rules on retention of documents apply equally to those documents relating to unsuccessful bidders for ESF support.
3. The rules regarding document retention apply to all organisations involved in delivering and administering structural funds, that is, the Managing Authority, Certifying Authority, Audit Authority, Intermediate Bodies, co-financing organisations and providers.

Action

4. This action note supersedes all earlier action notes dealing with the retention of documents in the 2007-2013 ESF programming period.

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