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MANUAL FOR BENEFICIARIES FOR STANDARD PROJECTS

PART 7 –

ARCHIVING AND CLOSURE

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Manual for Beneficiaries for Standard Projects

PART 7: ARCHIVING AND CLOSURE



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1 OBLIGATION AFTER THE PROJECT CLOSURE

Although the project has ended, several duties remain for the partnership. It is the responsibility of the Lead Partner to ensure that all partners are aware of the rules in this chapter and follow them.

The essential purpose of the archive is to preserve the contents of the documents (data and information) which must be accessible, understandable and available to all representatives of the institutions in charge of controls foreseen by the Interreg Programme as well as to the bodies authorized to monitor the project. At the same time, the archive must provide long-term stability and credibility of any records for the entire retention period.

2 AVAILABILITY OF DOCUMENTS

All supporting documents composing the audit trail must remain available at the premises of each Lead and Project Partner **at least for a period of five years**. This period starts from **31 December of the year in which the last payment is made by the MA to the LP**. Furthermore, all documents referring to project activities and expenditure for which **State aid** was granted (the date of signature of the ERDF Subsidy Contract) shall be available for at least **10 years** from the date of granting the last aid issued by the programme. The retention period shall be interrupted either in the case of legal proceedings or by a request of the EC.

At the closure of projects, the MA/JS will inform each LP on the exact start date of the above mentioned retention periods. The LP shall in turn inform the PPs. Other, possibly longer document retention periods according to e.g. national and internal rules, remain unaffected. For the entire retention period, all bodies entitled to perform controls and audits are allowed to access the project and all relevant documentation and accounts of the project. The documents can be kept either in the form of originals or other documents of equivalent probative value.

Documents related to the project application and implementation (Application Form, Partner report, Project report etc.) are archived in electronic form in the Joint Electronic Monitoring System (Jems).

3 PROJECT ARCHIVING

Concerning the closure of a project, it is to be clear that it is a closure of the project's grant but it does not represent the end of programme requirements for the project. Even though the programme has accepted the final report and made the final payment, the project is still subject



to possible controls and checks, e.g. by the programme Audit Authority/Audit Body, Commission auditors, Court of Auditors.

The LP/PPs are obliged to store the invoices and to keep them clearly traceable in the bookkeeping for the National Controllers and audit purposes and maintain records of invoices and bodies holding documentation.

After the retention date mentioned in chapter 2 of this document, the project is considered finalized and archived in Jems.

4 PROJECT CLOSURE

Project closure is the final phase in the project implementation process. The closure involves two parallel activities: finalising project activities and preparing the last project report. In practice this involves accumulation of all project finances, documents/materials and achievements.