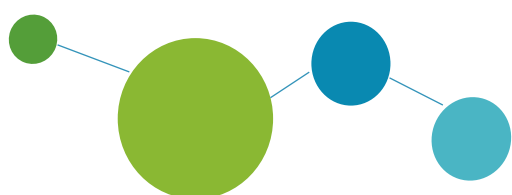


MANUAL FOR BENEFICIARIES FOR STANDARD PROJECTS

PART 7 –

ARCHIVING AND CLOSURE





# Manual for Beneficiaries for standard projects

## **PART 7: ARCHIVING AND CLOSURE**



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## 1 OBLIGATIONS AFTER THE PROJECT CLOSURE

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Although the project has ended, several obligations remain for the partnership. All partners should familiarise themselves with these specific rules and follow them closely. It is the responsibility of the Lead Partner to ensure that all partners are aware of these rules 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

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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 BAF 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 Progress report, Project progress report etc.) are in electronic form archived in the Joint Electronic Monitoring System (Jems).

## 3 DURABILITY OF PROJECT OUTPUTS AND RESULTS

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Although the project has come to an end, the aim is that the project outputs or results of the cooperation would not come to a stop. The partnership should have planned for the durability of project outputs and results already during the project implementation. Projects will be asked for information on how the outputs and results will be maintained. The partnership must ensure that information can be collected and will be provided upon request.



## 4 PROJECT ARCHIVING

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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 project requirements. Even though the programme has accepted the final report and made the final payment, the project is still subject to possible control 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 control 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.

## 5 PROJECT CLOSURE

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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.