

# Derby City Partnership Document Retention Policy

## Retention ERDF and ESF documentation

- All original documents relating to the implementation of ERDF and ESF funded projects and financing are to be retained until at least **31 December 2014**. Derby City Partnership will require approval from Government Office for the East Midlands prior to **any** documentation disposal.
- The retention of documents for inspection is a requirement and forms an integral part of the terms and conditions under which our grant has been agreed.
- Grant recipients will be required to produce original documentation (or verified true copies) to support all expenditure and activity by the; UK Audit Commission, Central and Regional Government, European Court of Auditors, European Commission Auditors.
- Failure to produce the original documents or satisfactory agreed substitutes could result in repayment of grant.

<http://www.gos.gov.uk/497296/docs/347293/elecdoc>