

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type		Retention Period	Action	Prompt	Notes and Statutory Requirements
INTRODUCTION						
<p>Projects that receive external funding are subject to regular monitoring and audits to ensure that clear and transparent general and financial records are in place. Throughout the life of the project the Council must keep up to date records verifying all expenditure, activity and compliance with regulations including procurement, state aid and publicity. These must be consistent with the original approved applications, or any variations to these approvals, and must be kept, in the case of European funding, for 10 years after the final payment to the programme. All documents relating to ERDF supported capital projects must be retained for the economic life of the project as outlined in the offer letter. During the life of each programme, projects may be subject to monitoring, verification and audit visits. Following the closure of each programme or project, individual projects may be subject to random audit visits from Internal Audit, Government departments, funding sponsors or, in the case of European-funded projects, ECA or DG visits. The grant conditions and document retention procedures for externally funded projects override the council policy (unless the former is less than the council's policy).</p>						
DOCUMENT TYPE						
<p>The types of records will vary but generally projects will be required to retain application forms, offer letters, variations, interim claims, financial claims, notes of project meetings, correspondence, examples of publicity, details of procurements, evidence of compliance with state aid, activity reports, performance information, outputs evidence and evaluation reports. Where necessary and always for ERDF or ESF, each project should have an individual detailed document retention policy. There may also be additional documents required when managing programmes such as records of decisions (Cabinet reports, delegated decisions) or recommendations and project management papers.</p>						
PROGRAMME NAME						
PERIOD						
DATE OF FINAL PAYMENT						
DOCUMENTS TO BE RETAINED UNTIL						
SPECIAL NOTES						
European Programmes						
Objective 2 - ERDF	1994-1996	30-Jan-03	See notes	Records for revenue-only projects can now be destroyed. Capital project records should be kept for 20 years.		
Objective 2 - ESF	1994-1996	N/A	Can be destroyed	Documents can now be destroyed.		
RECHAR II - ERDF	1994-1999	31-Dec-05	See notes	Records for revenue-only projects can now be destroyed. Capital project records should be kept for 20 years.		

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RETEX II - ERDF	1994-1999	31-Dec-05	See notes	Records for revenue-only projects can now be destroyed. Capital project records should be kept for 20 years.
Objective 2 - ERDF	1997-1999	31-Dec-05	See notes	Records for revenue-only projects can now be destroyed. Capital project records should be kept for 20 years.
Objective 2 - ESF	1997-1999	N/A	Can be destroyed	Documents can now be destroyed.
Objective 2 - ERDF (North East programme)	2000-2006(08)	31-Dec-08	28-Aug-18	Documents to be retained until 28 Aug 2018. Capital project records should be kept for 20 years.
Objective 2 - ESF	2000-2006	31-Dec-08	15-Aug-15	Documents can now be destroyed.
Objective 3 - ESF	2000-2006	31-Dec-08	15-Jan-16	Documents can now be destroyed.
URBAN II - ERDF	2000-2006(08)	31-Jan-13	31-Jan-16	Revenue project records have been destroyed. Capital project records should be kept for 20 years/economic life.
EQUAL - ESF	2000-2004	TBC	31-Aug-14	Documents can now be destroyed.
ERDF (North East Competitiveness programme)	2007-2013	TBC	31-Dec-25	Contact Financial Resources before destroying any files as dates are subject to change.
ESF	2007-2013	TBC	31-Dec-22	Contact Financial Resources before destroying any files as dates are subject to change.
Lifelong Learning - Comenius Regio	2007-2013	30-Sep-14	30-Sep-19	5 years from date of payment of balance
Intelligent Energy Europe (CASCADE project)	2007-2013	31-Oct-14	31-Oct-19	5 years from the date of payment of the final claim
URBACT	2007-2013	TBC	31-Dec-25	Refer to programme guidance: http://urbact.eu/sites/default/files/urbactiii_programmmanual_fact_sheet2e.pdf
Youth in Action	2007-2013	TBC	31-Dec-19	Refer to programme guide: http://eacea.ec.europa.eu/youth/programme/programme_guide_en.php
Europe for Citizens	2007-2013	TBC	31-Dec-19	5 years following the last payment made by the Agency
ERDF	2014-2020	TBC	31-Dec-33	10 years after the last aid is granted to the programme.
ESF	2014-2020	TBC	31-Dec-33	10 years after the last aid is granted to the programme.

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UK Programmes				
Neighbourhood Renewal Funding (NRF)	2003-2008	TBC	31-Mar-15	No guidance provided - apply Council policy that financial records should be kept for 7 years.
New Deal for Communities (NDC)	2003-2011	31-Mar-11	31-Mar-17	6 years after the end of the funding.
Single Programme	2004-2010	31-Mar-11	31-Mar-18	Retention date varies for each project. Financial records should be kept for 7 years.
Working Neighbourhoods Fund	2009-2012/13	31-Mar-12	Mar-19	Records for finance and outputs should be kept for 7 years after end of project.
Deprived Areas Fund (DAF)	2010-2012	22-Mar-11	Mar-18	6 years from completion of delivery of activities (31-03-12 for CJRE, 31-03-11 for FJF)
Future Jobs Fund	2010-2012	15-Nov-11	15-Nov-17	6 years from payment period except for any statutory requirements to retain for longer e.g. payroll records.
Growing Places Fund	2011-2012	TBC	TBC	10 years from date of final payment.
LEP Start Up Fund (Accountable Body)	2011-2012	31-Mar-12	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
LEP Capacity Fund (Accountable Body)	2011-2012	31-Mar-12	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
Regional Growth Fund	2011-2016	31-Mar-15	31-Mar-26	Records to be retained for 10 years.
Skills Funding Agency (Single Contract)	2011-2018	TBC	TBC	Refer to Skills Funding Agency guidance: https://www.gov.uk/government/publications/sfa-funding-rules-2015-to-2016
Department of Health - Warm Homes	2012-2013	TBC	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
DECC - Fuel Poverty Fund	2012-2013	30-Apr-13	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
DCLG/HCA Empty Homes Funding	2012-2014	TBC	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
LEP Capacity Fund Round 2 (Accountable Body)	2012-2015	31-Mar-15	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
Coastal Communities Fund Round 1	2013-2014	TBC	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
Sunderland City Deal	2013-	TBC	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.

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DCLG - Transformation Challenge Fund	2014-2015	TBC	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
DECC - Heat Networks Delivery Unit (Rounds 3 & 4)	2015-2016	TBC	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
Coastal Communities Fund Round 3	2015-2016	TBC	TBC	No guidance provided - apply Council policy that financial records should be kept for 7 years.
Local Growth Fund	2015-2022	TBC	TBC	10 years from date of award.
Lottery Programmes				
Heritage Lottery Fund		TBC	TBC	To be reviewed at individual project level based on funding conditions and in line with Council procedures.
Big Lottery		TBC	TBC	To be reviewed at individual project level based on funding conditions and in line with Council procedures.
Arts Council		TBC	TBC	To be reviewed at individual project level based on funding conditions and in line with Council procedures.
Sport England		TBC	TBC	To be reviewed at individual project level based on funding conditions and in line with Council procedures.