



I. Amendments

Rector's Directive No. 5/2017

**Rules for the retention of documents of the
Operational Programmes of the Structural Funds of
the European Union in the 2014-2020 programming
period**

I. Amendments and additions Rector's Directive No. 5/2017

Rules on the retention of documents of the Operational Programmes of the Structural Funds of the European Union in the 2014-2020 programming period

Article 1

I. In **Article 1**, paragraph 7) is deleted and replaced by the following text:

7) The place of central administration of projects is the Project Office of the Rector's Office of the SU.

II. **Article 3 Rules for document retention** is deleted and replaced by the following text:

Article 3

Rules on document retention

- 1) The following rules shall apply to the retention of documents by the beneficiary and the partner:
 - a) always carry out a comparison of the backed-up data with the original - verification;
 - b) ensure the permanence of the stored data with regard to the media used during the specified retention period;
 - c) label each storage medium with the date, name and description of its contents;
 - d) keep the documentation in a clear manner while ensuring that it is easily accessible;
 - e) store the documentation securely and protect it against damage, deterioration, loss, theft or tampering by unauthorised persons;
 - f) store the documentation in a place designated by the partner for this purpose;
 - g) both the beneficiary and the partner keep the originals of all documents in their possession or copies thereof;
 - h) in the case of monitoring reports (hereinafter referred to as 'MTRs'), the beneficiary sends one copy including all annexes to the aid provider, and keeps the second copy (the same copy) including all annexes and the original original documents; all MTRs must be kept by the beneficiary with the annexes either in paper or electronic (i.e. scanned from the original) form.
- 2) It is recommended that photocopies or scans of lightfast accounting documents be made and records for each MoU, particularly where print can be expected to disappear. Media with the supporting documents for the MoU should be marked with the date and number of the MoU and the project number.

III. **Article 5 Responsibility for the preservation of documents** is deleted and replaced by the following text:

Article 5

Responsibility for document retention

- 1) The originals of all contracts/decisions on the provision of subsidy concluded with the Provider of the subsidy, with the Intermediary Body, partnership contracts concluded with partners, contracts concluded with suppliers, their amendments and supplements, will be published by the Legal Department of the Rector's Office of the SU in the Register of Contracts and stored at the Secretariat of the Bursar as standard SU contracts.
- 2) Original documents relating to public procurement will be kept by the Project Office of the SU Rector's Office.
- 3) Original employment contracts and agreements on the performance of work and work activity will be kept in the standard manner by the HR and Payroll Department.
- 4) Original accounting and other documents proving that eligible expenditure has been incurred or on the basis of which eligible expenditure is incurred will be kept in the standard way by the Economics and Accounting Department of the SU Rector's Office.
- 5) The originals/records and, where applicable, copies of all other documents will be kept by the Project Office Department of the SU Rector's Office.
- 6) The principal investigator/co-investigator of the project for the SU is responsible for handing over the originals or electronic versions of the documents (from the MS2014+

system) not listed in paragraphs 1) to 4) of this Article, which are in his/her possession, to the SU Project Office Department for storage; this concerns in particular contractual documents, the project application including annexes, interim and final monitoring reports, monitoring reports on project sustainability, key correspondence with the support provider (e.g. The main correspondence with the project provider includes: notifications of approval of the application for financial support, approval of monitoring reports, approval of changes to the project, etc.), key correspondence with control bodies, records of the checks carried out and any evidence of sanctions imposed, including relevant correspondence.

Article 2

Final provisions

These amendments shall enter into force and take effect on the date of their publication on the intranet.

Done at Opava on

doc. Mgr. Tomáš Gongol, Ph.D.
Rector

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