**Essential Update February 2020 –** **Guide to Delivering European Funding Section 11: Evidence and Retention**

**Materials update: Guide to Delivering European Funding Section 11: Evidence and Retention**

As part of our ongoing work to review and improve Building Better Opportunities materials the Guide to Delivering European Funding Section 11: Evidence and Retention version 7.0 is now available on our website.

A full summary of changes can be found within the document, with key updates including:

* the estimated document retention date being brought into line with other recent documentation (31 March 2034);
* an update following the implementation of GDPR;
* more detail on electronic data; and
* the grant closure process (detailed in Section 14: Grant Closure).

The Guide is designed to support you to manage your Building Better Opportunities grant and should be used in conjunction with guidance produced by the Managing Authority and European Commission and does not replace it. The Guide remains under review and is subject to change. It should be read alongside the Essential Updates published on our website and emailed to the lead partner.