

Cornwall Record Office

Parish Council records: document retention schedule

	Type of record	Keep in parish (years)	Final decision
Parish administration			
1	Minutes of council and committees. (One copy signed if possible, preferable in date order)	5	Preserve
2	Reports and agendas not attached or duplicated within council minutes	5	Preserve
3	Councillors' declarations of acceptance of office	term of office + 7	Preserve
4	Correspondence and other papers on routine administration	6	Destroy
5	Papers relating to major parish developments not duplicated in minutes but associated with decisions. If unsure seek Record Office advice.	5	Preserve
6	Maps of parish boundaries	5	Preserve
7	Copies of replies to important questionnaires in regards to major developments. Please seek advice from Record Office.	5	Preserve
8	Parish magazines and newsletters (one copy of each)	5	Preserve Record Office staff to check if Studies Library has copies
9	Parish histories, scrapbooks, newspaper cuttings, photographs	5	Preserve or sample if large number. Review newspaper cuttings
10	Copies of circulars sent by other organisations, non-local material	1	Destroy
11	Grouping Orders	Transfer to CRO as soon as there is no longer an administrative requirement	Preserve
12	Byelaws and Orders	Transfer to CRO as soon as there is no longer an administrative requirement	Preserve
13	Council Register of Interests	Transfer to CRO as soon as there is no longer an administrative requirement	Preserve
Burial grounds (as per Authorities Cemeteries Order 1977, No. 204, Section 12)			
14	Plans, registers of graves.	5 or when complete. Parish to have copy	Preserve
15	Burial registers	When completed Parish to have a copy of original	Preserve
16	Records of disinterments and applications for interment	5	Preserve

17	Records of memorial applications and those removed from graves	5	Preserve
18	Agreements concerning maintenance of ground, graves and memorials	5	Preserve
19	Papers for minor works (grass-cutting, repairs to property)	6	Destroy
Rights of way			
20	Consultation papers, surveys	5	Preserve
21	Maps	5	Preserve CRO to check for duplicates
Allotments			
22	Registers of tenants, plot maps	5	Preserve
23	Rent records	7	Sample to preserve
Village greens, commons			
24	Registration records, consultation papers	5	Preserve
Financial records			
25	Annual audited accounts	7	Preserve
26	Ledgers	7	Preserve
27	Cash books, bills, vouchers, bank statements, other subsidiary financial records	7	Destroy
28	Insurance policies	40 (As per National Association of Local Councils Legal Policy where it is noted that records should be kept for this duration from commencement of policy or renewal as mentioned in the Employer's Liability Compulsory Act 1969)	Destroy
29	Poor rate ledgers	5	Preserve (or sample if large series)
30	Receipt and payment books	6	Preserve
Legal records			
31	Deeds, statutory documents, etc; title deeds, other documents relating to title, acquisition, purchase, disposal or rights over property, statutory notices, orders, etc.	Transfer to CRO as soon as there is no longer an administrative requirement	Preserve
32	Charities: deeds, schemes, orders, minutes, accounts, distribution lists, benefactions	Transfer to CRO as soon as there is no longer an administrative requirement	Preserve
Inherited records			
33	Tithe maps and apportionments	Transfer to CRO	Preserve
34	WWII war/invasion books, action plans and	Transfer to CRO	Preserve

	associated papers		
35	Vestry minutes	Transfer to CRO	Preserve
36	Overseers' records	Transfer to CRO	Preserve
37	Any records dating from before 1894 now held by the Town or Parish Council (poor law records, surveyors of highways and enclosure awards)	Transfer to CRO	Preserve
38	Records from other organisations e.g. Rural District Councils, fire brigades, home guard, local societies, charities, trusts and ad hoc committees	Seek advice from Record Office (ephemera to be viewed)	National Association of Local Councils Legal Policy states that there is 'no limitation period in respect of trusts; councils are advised never to destroy trust deeds and schemes and other similar documentation'.

If any of the material listed on the schedule is in a digital format please consult the Record Office regarding preservation.

Sources of Information and Schedule Guidelines

National Association of Local Councils Policy
 Authorities Cemeteries Order 1977, No. 204, Section 12
 Section 11 of the Local Government Act 1972
 Cornwall Association of Local Councils