

**ST MAWGAN-IN-PYDAR PARISH COUNCIL
DOCUMENT RETENTION SCHEDULE**

St Mawgan-in-Pydar Parish Council will retain important documents for the minimum periods listed in the table below. If held, documents may be made available in response to a Freedom of Information (FOI) request in accordance with the requirements of the Council's Freedom of Information Publication Scheme. Administering the retention of documents is the responsibility of the Clerk to the Council.

St Mawgan-in-Pydar Parish Council will periodically deposit records and documents with Cornwall Council for archiving purposes. If an FOI request is received and the parish council does not hold the documents directly, then the requestor will be directed to the Cornwall Council archives.

St Mawgan-in-Pydar Parish Council will annually review paper and electronic records it retains and may destroy any that are no longer of use or relevant

	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 regarding major developments. Please seek advice from Record Office.	5	Preserve
8	Parish magazines and newsletters (one copy of each)	5	Preserve
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
Village greens, commons			
22	Registration records, consultation papers	5	Preserve
Financial records			
23	Annual audited accounts	7	Preserve
24	Ledgers	7	Preserve
25	Cash books, bills, vouchers, bank statements, other subsidiary financial records	7	Destroy
26	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
27	Poor rate ledgers	5	Preserve (or sample if large series)
28	Receipt and payment books	6	Preserve

Legal records			
29	Deeds, statutory documents, etc; title deeds, other documents relating to title, acquisition, purchase, disposal or rights over property, statutory notices, orders, etc. Transfer	Transfer to CRO as soon as there is no longer an administrative requirement	Preserve
30	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			
31	Tithe maps and apportionments	Transfer to CRO	Preserve
32	WWII war/invasion books, action plans and associated papers	Transfer to CRO	Preserve
33	Vestry minutes	Transfer to CRO	Preserve
34	Overseers' records	Transfer to CRO	Preserve
35	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
36	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

ADOPTED: 11 September 2019.

Minute reference 221/19(k) Review September 2020