

Oxfordshire History Centre: Guidelines for parish councils on retention and deposit of records

This guidance is for parish clerks and other officers wishing to transfer their council's archives to Oxfordshire History Centre (OHC) for long-term preservation of and general access to the documents. It assumes that the records under consideration are no longer required by the parish council for legal or administrative purposes.

Due to factors of available storage space and staff time, documents in the schedule marked 'destroy' should be disposed of by the parish council. Material earmarked for deposit at the History Centre should be box-listed prior to being brought in, so that staff are aware of the potential quantity and types. Please keep the records together to reflect the way they were created, as far as possible, but do not re-package items (e.g. in plastic wallets) or use additional paper clips or staples.

The parish council retains ownership of the records; any items which following appraisal by OHC staff are deemed unsuitable for permanent preservation will be offered back to the council or destroyed securely, depending on what was agreed at time of deposit.

OHC is happy to accept born digital material, but please indicate the types of digital material you have prior to deposit. For any records not covered by the schedule below, please ask History Centre staff for specific advice.

Type of record	Action	Notes
Minutes of council meetings (signed)	Transfer to OHC for permanent preservation	
Draft or copy minutes	Destroy	Unless signed minutes haven't survived
Born digital minutes	Transfer to OHC for permanent preservation	Please ensure they are unique and not copies of originals
Reports and other documents circulated with agendas	Destroy	Unless copies are not included with signed minutes, in which case transfer to OHC for appraisal
Councillors' declarations of office	Transfer to OHC for appraisal	
Nomination forms for elections to council	Destroy	
Registers of electors	Destroy	Already held by OHC
Byelaws and orders	Transfer to OHC for permanent preservation	
Policy documents	Transfer to OHC for appraisal	
Title deeds and leases	Transfer to OHC for appraisal	

Property registers and terriers	Transfer to OHC for permanent preservation	
Maps and plans of council property	Transfer to OHC for appraisal	
Significant correspondence and related papers on local issues & projects	Transfer to OHC for appraisal	
Routine correspondence	Destroy	
Planning applications	Destroy	Copies held by District Councils
Press-cuttings books	Transfer to OHC for appraisal	
Precept books	Transfer to OHC for appraisal	If more than 7 years old
Receipt and payment books	Transfer to OHC for permanent preservation	If more than 7 years old
Annual statements	Transfer to OHC for permanent preservation	If more than 7 years old
Cash/petty cash books	Transfer to OHC for appraisal	If more than 7 years old
Receipts and vouchers (19 th century or older)	Transfer to OHC for appraisal	
Receipts and vouchers (20 th century or newer)	Destroy	If more than 7 years old
Invoices	Destroy	If more than 7 years old
Cheques and cheque book stubs	Destroy	If more than 7 years old
Audit paperwork	Destroy	
Other financial records	Destroy	Unless receipt and payment books do not survive; in which case transfer to OHC for appraisal
Bank statements	Destroy	If more than 7 years old
Records dated pre-1894, now in the custody of the parish council	Transfer to OHC for appraisal	
Photographs and audiovisual material	Transfer to OHC for appraisal	Please alert us to the format of any material
Insurance policies	Transfer to OHC for appraisal	

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