

## Essex Record Office

### Parish Council records accepted for permanent preservation

Signed minutes of the Council, with any agenda papers

Minutes of committees

Annual parish meeting minutes and reports

Audited accounts (including annual returns) and account books\*

Declarations on acceptance of office

Rate books

Allotment registers

Charity records

Village hall records

Burial ground records

Pre-1894 records, e.g. maps, rate books

Letter books and correspondence on major issues but not general correspondence

Parish magazines and newsletters

Maps

Photographs

This is not an exhaustive list. If you have records outside these categories, please email [ero.enquiry@essex.gov.uk](mailto:ero.enquiry@essex.gov.uk) or contact us by phone on 033301 32497. We are always glad to advise. We accept records of any date – always provided that they need permanent preservation<sup>1</sup>.

If you can, please supply a list of the records. We can send a model spreadsheet.

---

<sup>1</sup> \*Please note: we never take cheque books or bank statements and will consider taking invoices or receipts only if the final annual accounts have not survived. If the audited accounts have been filed with invoices and receipts, we would accept only the accounts and not the supporting paperwork.

You yourselves may need to keep some financial records for 6 years before they may be destroyed, but we are unable to accept any record that does not require permanent preservation. If you have any queries concerning the deposit of financial records please contact us beforehand.

Updated February 2019

