

Your ref
Our ref **Par. 5/78 SKS/GB**
Please ask for **Dr. S.K. Soni**
Extension **4240**



~~WILLIAM SERJEANT~~

~~County Archivist~~
Suffolk Record Office
Ipswich Branch
County Hall
Ipswich
IP4 2JS

Tel (0473) 55801
Telex 987708

26 August 1982

Dear Mrs. Waters,

Preservation of Parish Council Records

Thank you for your letter of the 17 August 1982.

The following categories of records should be kept permanently:

- a) Minute books
- b) Declaration books
- c) Payment & receipt books
- d) Letter books
- e) Any correspondence relating to footpaths, alleged highways, and public enquiries.
- f) Correspondence and papers relating to Village Hall and playing field charities.

In case you are in need of any assistance for the sorting of documents, Dr. Soni will be pleased to come and help you, if you would care to indicate the date and time convenient to you.

Yours sincerely,

K.W.S. Ashurst
County Solicitor & Deputy County Clerk

Mrs. Beryl J. Waters,
Clerk to Redgrave Parish Council,
Lone Pine,
BOTESDALE,
Diss,
Norfolk.