

**The Parish Council of Alfrick and Lulsley**

**Control of informal documents and communications relevant to the Freedom of Information legislation.**

**1. Control of informal notes used to generate minutes of meetings**

All contemporaneous notes and tape recordings of meetings, which may be used to produce minutes, to be destroyed immediately after the relevant minutes of the meeting have been confirmed.

**2. Control of emails to the clerk.**

All emails to the clerk to be deleted within 20 days of receipt except those moved to a folder for the Parish Council records.

Confirmed by the Council on 21/11/2006

Chairman..... *e. H. Williams*