

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p/ sheet
Information security policy		1 sheet
Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy	10p/sheet
Schedule of charges (for the publication of information)	Hard copy and website	10p/sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	10p/sheet
Register of members' interests	Available by inspection	
Register of gifts and hospitality	Available by inspection	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	