

ServiceName	RecordsDescription	LegislationName	Retain Permanently?	StartEvent	Retention Period Years	Retention Period Months	RetainUntil
Cemeteries and crematoria	All records relating to the maintenance of burial grounds including faculties giving permission for work to be carried out	Limitation Act 1980 (Section 2)	No	Date work carried out	6	0	
Cemeteries and crematoria	All records relating to the management of and regulations relating to crematoria	Limitation Act 1980 (Section 2)	No	Year records created	6	0	
Cemeteries and crematoria	All records relating to the management of the burials and cremations process	Limitation Act 1980 (Section 2)	No	Year records created	6	0	
Cemeteries and crematoria	All records relating to the provision of a COVID secure process for burials and cremations during the COVID19 Pandemic		No	Current year	6	0	Until the COVID enquiry has published its report
Cemeteries and crematoria	Applications for cremation and any certificates or other documents relating to a cremation	The Cremation (England and Wales) Regulations 2008 section 34	No	Date of cremation	15	0	
Cemeteries and crematoria	Registers, indexes, plans relating to cemeteries and crematoria		No	Closure of the cemetery/crematorium	50	0	
Civil funerals	All records relating to the provision of a COVID secure process for civil funerals during the COVID19 Pandemic		No	Current year	6	0	Until the COVID enquiry has published its report
Civil funerals	Records relating to all arrangements made for funerals including booking, orders of service and music	Limitation Act 1980 (Section 2)	No	Year records created	6	0	
Civil funerals	Records relating to the processes to support the provision of civil funerals		No	Year records created	3	0	
Civil funerals	Records relating to the provision of specific civil funerals which include personal information		No	Year funeral held	1	0	
Exhumations	All record relating to the provision of COVID secure exhumations during the COVID19 Pandemic	No	No	Current year	6	0	
Exhumations	All records relating to the management of exhumations including faculty, home office licence and the authority to re-open a grave		No	Date of exhumation	15	0	
Grave purchasing	All records relating to the purchase of grave plots including registers, deeds, statutory declarations and transfer of grants	Disused Burial Grounds (Amendment) Act 1981	No	Closure of cemetery	75	0	
Memorial construction	All records relating to the construction and erection of a memorial	Limitation Act 1980 (Section 2)	No	Date memorial erected	6	0	
Memorial construction	All records relating to the inspection of memorials	Limitation Act 1980 (Section 2)	No	Date of inspection	6	0	
Memorial construction	All records relating to the maintenance of memorials	Limitation Act 1980 (Section 2)	No	Date of maintenance	6	0	
Memorial construction	All records relating to the removal of a memorial	Limitation Act 1980 (Section 2)	No	Date memorial removed	6	0	
Mortuaries	All records relating to the management of mortuary services	Limitation Act 1980 (Section 2)	No	Year records created	6	0	

Mortuaries	All records relating to the provision of additional mortuary services during the COVID19 Pandemic		No	Current year	6	0	Until the COVID enquiry has published its report
Mortuaries	All records relating to the provision of COVID secure mortuary services during the COVID19 Pandemic		No	Current year	6	0	Until the COVID enquiry has published its report
Municipal funerals	All records relating the provision of COVID secure municipal funerals during the COVID19 Pandemic		No	Current year	6	0	Until the COVID enquiry has published its report
Municipal funerals	All records relating to the provision of municipal funerals	HMRC - Compliance Handbook Manual CH15400	No	Year records created	6	0	
Repatriation of bodies - England and Wales	Records relating to the management of a COVID secure process for the repatriation of bodies in England and Wales during the COVID 19 pandemic		No	Date repatriation takes place	6	0	Until the COVID enquiry has published its report
Repatriation of bodies - England and Wales	Records relating to the processes to support the repatriation of bodies in England and Wales		No	Year records created	6	0	
Repatriation of bodies - England and Wales	Records relating to the repatriation of specific bodies in England and Wales		No	Date repatriation takes place	6	0	
Repatriation of bodies abroad	All records relating to the re-patriation of specific bodies abroad		No	Date repatriation takes place	6	0	
Repatriation of bodies abroad	Records relating to the management of a COVID secure process for the repatriation of bodies from abroad during the COVID 19 pandemic		No	Date repatriation takes place	6	0	Until the COVID enquiry has published its report
Repatriation of bodies abroad	Records relating to the processes to support the repatriation of bodies abroad	Limitation Act 1980 (Section 2)	No	Year records created	6	0	