

Retention Schedule - Environment and Corporate Assets - Burials

May 2018

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Service	Function	Document Description	Retention Period
Environment and Corporate Assets	Burials	Burial Registers	Indefinite - Recommended review 100 years after entry.
Environment and Corporate Assets/ Audit	Burials	Burial Accounts	Current year + 6
Environment and Corporate Assets	Burials	Cemetery Diaries	Current year + 1
Environment and Corporate Assets	Burials	Correspondence relating to deaths, correction of errors, issue of certificates under certain Acts, irregular burials	Current year + 3
Environment and Corporate Assets	Burials	Deeds of burial	Indefinite - Recommended review 100 years after entry.
Environment and Corporate Assets	Burials	General enquiries	Current year + 1
Environment and Corporate Assets	Burials	Headstone approvals, Memorial applications and permits	Current year + 6
Environment and Corporate Assets	Burials	Memorial applications and permits	Current year + 2
Environment and Corporate Assets	Burials	Books, Registers, Grave sale/ purchase records	Indefinite (if spreadsheets held electronically can records be destroyed?)
Parks & Open Spaces	Burials	Maintenance Contract/ Financial	Current year +11
Parks & Open Spaces	Burials	Maintenance Correspondence	Current year + 2