

Surrey County Council Registration Services Retention Schedule

| Ref No        | Description   | Legal Basis   | Retention                           | Action at End of Retention | Contains Personal Information | Protectively Marked?                                | Notes/ Access |
|---------------|---|---|-------------------------------------|----------------------------|-------------------------------|---|---------------|
| <b>REG1.0</b> | <b>Births, Deaths &amp; Marriages</b>   | -   | -                                   | -                          | -                             | -   | -             |
| REG1.0.1      | Register of Births  | The Registration Service Act 1953                         | Permanent                           | Yes                        | Official                      | The Registration Service maintain their own archive | -             |
| REG1.0.2      | Requisitions for certificates of birth issued under certain acts of parliament for the purpose of those Acts  | -   | Date of requisition + 2 years       | No                         | Official                      | Secure Disposal                                     | -             |
| REG1.0.3      | Counterfoils of standard and short birth certificates Standard certificates of still birth  | -   | Current year + 2 years              | Yes                        | Official                      | Secure Disposal                                     | -             |
| REG1.0.4      | Requisitions to persons liable to register births who have failed to do so  | -   | Date of requisition + 1 year        | Yes                        | Official                      | Secure Disposal                                     | -             |
| REG1.0.5      | Registrar General's authorities for registration after 12 months in accordance with sections 7 and 21 of the Births and Deaths Registration Act 1953  | Births and Deaths Registration Act 1953 sections 7 and 21 | Current year + 2 years              | -                          | Official                      | Secure Disposal                                     | -             |
| REG1.0.6      | Certificates of registration of births and still-births   | -   | Date of late form issued +1year     | Yes                        | Official                      | Secure Disposal                                     | -             |
| REG1.0.7      | Register of Deaths  | The Registration Service Act 1953                         | Permanent                           | Yes                        | Official                      | The Registration Service maintain their own archive | -             |
| REG1.0.8      | Books recording issue of books and forms of medical certificates (Form 17)  | -   | Last entry + 5 years                | No                         | Official                      | Secure Disposal                                     | -             |
| REG1.0.9      | Notifications of disposals of bodies of deceased persons  | -   | Date of last notification + 5 years | No                         | Official                      | Secure Disposal                                     | -             |
| REG1.0.10     | Declarations made by applicants for certificates for disposal (no liability to register)  | -   | Date of last declaration + 5 years  | -                          | Official                      | Secure Disposal                                     | -             |
| REG1.0.11     | Requisitions for certificates of death issued under certain acts of parliament for the purpose of those Acts  | -   | Date of requisition + 2 years       | No                         | Official                      | Secure Disposal                                     | -             |
| REG1.0.12     | Counterfoils of death certificates  | -   | Date of issue + 2 years             | Yes                        | Official                      | Secure Disposal                                     | -             |
| REG1.0.13     | Counterfoils of certificates and forms – Certificates issued for the purposes of the provisions of the Friendly Societies Acts relating to a payment on the death of a child under the age of ten | -   | Current year + 3 years              | Yes                        | Official                      | Secure Disposal                                     | -             |
| REG1.0.14     | Counterfoils of certificates and forms – Requisitions to persons liable to register who have failed to do so - deaths   | -   | Current year + 1 year               | Yes                        | Official                      | Secure Disposal                                     | -             |
| REG1.0.15     | Counterfoils of certificates and forms – Forms of report of death to coroner by registrar   | -   | Date of last entry + 1 year         | Yes                        | Official                      | Secure Disposal                                     | -             |
| REG1.0.16     | Counterfoils of certificates and forms – Certificates for disposal before or after registration of death, still-birth and no liability to register  | -   | Date of the last entry + 5 years    | Yes                        | Not Protectively Marked       | Secure Disposal                                     | -             |

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| REG1.0.17     | Registrar General's authorities for registration after 12 months in accordance with sections 7 and 21 of the Births and Deaths Registration Act 1953   | Births and Deaths Registration Act 1953 sections 7 and 21 | Current year + 2 years  | -                          | Official                      | Secure Disposal | -             |
| REG1.0.18     | Counterfoils of certificates and forms – Certificates for disposal before or after registration of death, still-birth and no liability to register   | -   | Current year + 5 years  | Yes                        | Official                      | Secure Disposal | -             |
| REG1.0.19     | Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974 | -   | Current year + 6 years  | -                          | Official                      | Secure Disposal | -             |
| REG1.0.20     | Register of Marriages  | The Registration Service Act 1953                         | Permanent   | Yes                        | Official                      | -               | -             |
| REG1.0.21     | Requisitions for certificates of marriage issued under certain acts of parliament for the purpose of those Acts  | -   | Date of requisition + 2 years                                     | No                         | Official                      | Secure Disposal | -             |
| REG1.0.22     | Superintendent registrar's certificate for Marriage  | -   | Date of marriage + 2 years  | -                          | Official                      | Secure Disposal | -             |
| <b>REG2.0</b> | <b>Civil Ceremonies</b>  | -   | -   | -                          | -                             | -               | -             |
| REG2.0.1      | Marriage Notices and Civil Partnerships  | -   | Date of notice + 5 years  | Yes                        | Official                      | Secure Disposal | -             |
| REG2.0.2      | Forms of consent to marriages of minors  | -   | Date of consent + 1 year  | Yes                        | Official                      | Secure Disposal | -             |
| REG2.0.3      | Caveats against the grant of a superintendent registrar's certificate or certificate and licence, or Registrar General's licence for marriage  | -   | Date of marriage + 2 years  | Yes                        | Official                      | Secure Disposal | -             |
| REG2.0.4      | Notifications of the issue of the Registrar General's licence for marriage and Registrar General's licences of marriage  | -   | Date of marriage + 2 years  | Yes                        | Official                      | Secure Disposal | -             |
| REG2.0.5      | Civil Partnership schedules  | -   | Sent to Registrar General Quarterly                               | -                          | Official                      | -               | -             |
| REG2.0.6      | Files relating to the organisation and administration of civil ceremonies  | -   | Date of ceremony + 6 months, unless a complaint has been received | No                         | Official                      | Secure Disposal | -             |
| REG2.0.7      | Files relating to premises approved to carry out civil ceremonies  | Limitation Act 1980 (Section 2)                           | Duration of licence + 6 years                                     | No                         | Official                      | Secure Disposal | -             |
| REG2.0.8      | Files relating to the organisation and administration of citizenship ceremonies  | -   | Date of ceremony + 6 months, unless a complaint has been received | No                         | Official                      | Secure Disposal | -             |
| <b>REG3.0</b> | <b>Administration of the Service</b>   | -   | -   | -                          | -                             | -               | -             |
| REG3.0.1      | Cash book  | HMRC - Compliance Handbook Manual CH15400                 | Current year + 6 years  | -                          | Official                      | Secure Disposal | -             |
| REG3.0.2      | Registrar General's certificate and direction  | -   | Current year + 7 years  | -                          | Official                      | Secure Disposal | -             |

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| REG3.0.3 | Routine correspondence relating to the registration of births, marriages and death, correction of errors, birth re-registrations not made, issue of certificates under certain acts of parliament: irregular burials | -                                   | Current year + 3 years         | -                          | Official                      | Secure Disposal | -             |
| REG3.0.4 | Routine correspondence relating to false information given to registration officers, falsification and forgery of certificates of birth, marriage or death; marriage of foreigners and persons divorced abroad       | -                                   | Current year + 3 years         | -                          | Official                      | Secure Disposal | -             |
| REG3.0.5 | Routine correspondence relating to accounting transactions, charges, receipts  | -                                   | Current year + 2 years         | -                          | Not Protectively Marked       | Secure Disposal | -             |
| REG3.0.6 | Routine correspondence relating to any other matters not dealt with in other parts of this retention schedule  | -                                   | Current year + 3 years         | -                          | Official                      | Secure Disposal | -             |
| REG3.0.7 | Applications for copies of standard birth, marriage and death certificates by members of the public  | -                                   | Current year + 1 year          | -                          | Official                      | Secure Disposal | -             |
| REG3.0.8 | List of appointed registration officers  | -                                   | Retirement of officer + 1 year | Yes                        | Official                      | Secure Disposal | -             |
| REG3.0.9 | Forms of appointment of authorised persons under the Marriage Act 1898 or the Marriage Act 1949  | Marriage Act 1898 Marriage Act 1949 | Vacation of office + 2 years   | Yes                        | Official                      | Secure Disposal | -             |