

Section 23 – Registration (Births, Deaths and Marriages) and Coroners

Important Notes:

CODES: P = Prime Document, M = Management documentation, SHC = Review samples for Surrey History Centre.

Some LA's use Vital and Management. Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are not prime documents. Management documents should, in general, be kept for a current year plus two.

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.1	Registration					
23.1.1	Appointment forms of registration officers	1 year after retirement	Paper	Registrar General		M
23.1.2	Births Deaths and Marriage Registers	100 years plus	Paper	Corporate		P SHC
23.1.3	Counterfoils of certificates issued for line above	CY + 6 years	Paper	Registrar General		M
23.1.4	Counterfoils of Standard certificates of birth, marriages and death	CY + 2 years	Paper	Registrar General		M
23.1.5	Counterfoils of certificates issued for the purposes of certain other Acts	CY + 2 years	Paper	Registrar General		M
23.1.6	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.	CY + 3 years	None specified	Registrar General Guidance		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.1.7	Correspondence relating to registration of births, marriages and deaths, correction of errors, issue of certificates under certain Acts, irregular burials	CY + 3 years	None specified	Registrar General Guidance		M
23.1.8	Forms of appointment of authorised persons under the Marriage Act 1898 or the Marriage Act 1949	2 years after vacation of office	Paper	Statutory	Marriage Acts 1898 & 1949	M
23.1.9	Indexes to Births, Deaths and Marriage registers	100 years +	None specified	Corporate		P SHC
23.1.10	Registrar General's authorities for registration after 12 months	2 years	Paper	Statutory	Section 7 and 21 Births & Deaths Registration Act 1953	M
23.1.11	Requisitions for certificates of birth, marriage or death issued under certain Acts	2 years	Paper	Registrar General		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.1.12	Requisitions for certifications issued for the purposes of the 1st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974	CY + 6 years	Paper	Statutory	1 st Schedule - Industrial Assurance and Friendly Societies Act 1948 & 5th Schedule - Friendly Societies Act 1974 See also - Co-operative and Community Benefit Societies Act 2014.	M
23.1.13	Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurances and Friendly Societies Act and the Friendly Societies Act	CY + 6 years	Paper	Statutory	Industrial Assurances and Friendly Societies Act 1948 and the Friendly Societies Act 1974 See also - Co-operative and Community Benefit Societies Act 2014.	M

23.2	Births					
23.2.1	Counterfoils of certificates of registration of births and still births	CY + 1 year	Paper	Registrar General		M
23.2.2	Counterfoils of requisitions to persons liable to register who have failed to do so.	CY + 1 year	Paper	Registrar General		M

23.3	Deaths					
-------------	---------------	--	--	--	--	--

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.3.1	Counterfoils of certificates issued relating to a payment on the death of a child under 10	CY + 3 year	Paper	Statutory	Friendly Societies Act	M
23.3.2	Counterfoils of forms of report of death to coroner by registrar	CY + 1 year	Paper	Registrar General		M
23.3.3	Counterfoils of certificates for disposal before or after registration of death	CY + 5 years	Paper	Registrar General		M
23.3.4	Counterfoils of certificates issued for disposal of still births	CY + 5 years	Paper	Registrar General		M
23.3.5	Counterfoils of certificates issued for disposal with no liability to register	CY + 5 years	Paper	Registrar General		M
23.3.6	Declaration made by applications for certificates for disposal (no liability to register)	5 years	Paper	Registrar General		M
23.3.7	Form 17 - Issue of books and forms of medical certificates	5 years after last entry	Paper	Registrar General		M
23.3.8	Notification of disposals of bodies and deceased persons	5 years	Paper	Registrar General		M

23.4	Marriage					
23.4.1	Caveats against the grant of a superintendent registrar's certificate and licence, or Registrar General's licence for marriage	2 years	Paper	Registrar General		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.4.2	Civil Marriage venues	12 months after removal of venue from register	None specified	Corporate	As authorised under SI 2000 No 2853	M SHC
23.4.3	Forms of consent to marriages of minors	1 year	Paper	Registrar General		M
23.4.4	Marriage notices	5 years	Paper	Registrar General		M
23.4.5	Notification of the issue of the Registrar General's licence or licences for marriage	2 years from date of marriage	Paper	Registrar General		M
23.4.6	Superintendent registrar's certificates and licences for marriage	2 years from date of marriage	Paper	Registrar General		M
23.5	Coroner					
23.5.1	<i>All records are governed by the Statutes shown in the Notes column</i>			Statutory	Coroners and Justice Act 2009 c25 Coroners Rules 1984 Access to Justice Act 1999 Section 71 Coroners (Amendment) Rules 1999 Coroners and Justice Act 2009 (c.25)	M /P
23.5.2	Coroner's Registers	Consult with archivist	Paper / electronic	Corporate		P SHC

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.5.3	Disposal of material by pathologist	'must retain a record' 9A and 12A of the Coroner's Rules 1984	None specified	Statutory	Coroners (Amendment) Rules 2005 SI 2005 No 420 Regulations 3 and 4	M
23.5.4	Inquest reports	Recommend 15 years Sample for archives	Paper /electronic	Corporate	Common practice	M SHC
23.5.5	Preservation of material from post-mortem examinations	As decided by the Coroner up to the date on which the coroner's function cease under the 1988 Act	None specified	Statutory	Coroner's (Amendment) Rules 2005 SI 2005 No 420 Regulations 3 and 4 Amends rules 9 and 12 of the Coroner's Rules 1984	M
23.5.6	Reported deaths	Recommend 15 years	Paper / electronic		Common practice	M