

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
REG1.0	Births, Deaths & Marriages	-	-	-	-	-	-
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 DisO-Current year + 3 years	-
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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Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	P/M	Notes/ Access
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	-