

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Cemeteries and Crematorium					
	Records that record the location of graves and identity of deceased individuals, e.g. cemetery plans, cemetery register, indexes, register of interments.	Permanent	Archive	Transfer to place of deposit after administrative use is concluded	Local Authorities Cemetery Order 1977
	The process of regulation of burials and cremations, e.g. permits, applications, orders. Statutory forms for Cremation	5 years 2 years (if electronic records are held in tandem with paper records)	Destroy Destroy	Date of last action: March 2016	Local Authorities Cemetery Order 1977 Cremation (England and Wales) Regulations 2008
	Burial grounds records <ul style="list-style-type: none"> • Memorial registers • Grave registers • Transfer of Grave Ownership 	Permanent	Archive	Transfer to place of deposit after administrative use is concluded	Local Authorities Cemetery Order 1977
	Purchase records <ul style="list-style-type: none"> • Pre- Purchase Records • Deed Registers • Masons Licenses 	Permanent	Archive	Transfer to place of deposit after administrative use is concluded	Local Authorities Cemetery Order 1977

RETSCHCEMETERIES

	Permits and Orders <ul style="list-style-type: none"> • Garden Permits • Grave Marker Orders 	1 year	Review	Date of expiry of the permit or fulfillment of the order	
	Cemetery Memorial Suppliers <ul style="list-style-type: none"> • Plaques • Tablets 	1 year	Review	Destroy records as they become obsolete or are	