

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
CE1	Cemeteries and Crematoria							
CE1.1	Management							
CE1.1.1	Maintenance of burial grounds	Limitation Act 1980 (Section 2)	Retain from date work carried out for 6 years		N			
CE1.1.2	Management of crematoria	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years		N			
CE1.1.3	Regulations relating to the management of crematoria	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years		N			
CE1.1.4	Management of exhumations and the authority to reopen a grave	Burial Act 1857 (Section 25)	Retain from the date of exhumation for 15 years		N			
CE1.2	Applications and Registers							
CE1.2.1	Applications for cremation	The Cremation (England and Wales) Regulations 2008 (Section 34)	Retain from date of cremation for 15 years		Y		While electronic copy is kept for 15 years, paper copy held for a period of two years post date of cremation	

CE1.2.2	Cremation certificates and documentation	The Cremation (England and Wales) Regulations 2008 (Section 34)	Retain from date of cremation for 15 years		Y		While electronic copy is kept for 15 years, paper copy held for a period of two years post date of cremation	
CE1.2.3	Registers, indexes and plans relating to cemeteries and crematoria		Retain from closure of cemetery/crematorium for 50 years		N			
CE1.2.4	Grave purchasing; registers, deeds, statutory declarations and transfer of grants	Disused Burial Grounds (Amendment) Act 1981	Retain from closure of cemetery for 75 years		Y			
CE2 Funerals								
CE2.1 Funeral Arrangements								
CE2.1.1	The provision of civil funerals		Retain from year records created for 3 years		N			
CE2.1.2	Arrangements made for funerals including booking, orders of service and music	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years		N			
CE2.1.3	Provision of advice and information on how to organise a funeral without the use of a funeral director		Retain from provision of advice/information for 6 years		N		Expected to be a dynamic document, constantly updating	
CE2.2 Funeral Payments								
CE2.2.1	The payments to assist with the payment for a funeral	HMRC - Compliance Handbook Manual CH15400	Retain from date of repayment for 6 years		Y			

CE3	Memorials							
CE3.1	Memorial Process							
CE3.1.1	Construction and erection of a memorial	Limitation Act 1980 (Section 2)	Retain from date memorial removed for 6 years		N			
CE3.1.2	Memorial inspections	Limitation Act 1980 (Section 2)	Retain from date of inspection for 6 years		N			
CE3.1.3	Memorial maintenance	Limitation Act 1980 (Section 2)	Retain from date of maintenance for 6 years		N			
CE3.1.4	Removal of a memorial	Limitation Act 1980 (Section 2)	Retain from date memorial removed for 6 years		N			
CE4	Service Delivery Consultation							CM3.1

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Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED