Retention Schedule - Burials

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Function	Document Description	Retention Period
Burials	Burial Registers	Indefinite - Recommended review 100 years after entry.
Burials	Burial Accounts	Current year + 6
Burials	Cemetery Diaries	Current year + 1
Burials	Correspondence relating to deaths, correction of errors, issue of certificates under certain Acts, irregular burials	Current year + 3
Burials	Deeds of burial	Indefinite - Recommended review 100 years after entry.
Burials	General enquiries	Current year + 1
Burials	Headstone approvals, Memorial applications and permits	Current year + 6
Burials	Memorial applications and permits	Current year + 2
Burials	Books, Registers, Grave sale/ purcahse records	Indefinite (if spreadsheets held electronically can records be destroyed?)
Burials	Maintenance Contract/ Financial	Current year +11
Burials	Maintenance Correspondence	Current year + 2