

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
<b>22. Registration and Coroners</b>	<b>The registration of births, deaths and marriages. This area also includes functions of the coroner.</b>				
Inquiries into deaths	The Coroner has a duty to investigate the circumstances of sudden, unnatural or uncertified deaths that are reported to him				
Coroners Inquests	The process and actions of inquiring into deaths which proceed to an inquest <ul style="list-style-type: none"> <li>Case files</li> </ul>	Permanent – Offer to archivist for review	RGLA 5.7 TNA Retention and Disposable Guidance 13	Confidential	
Investigations	Inquiries that do not proceed to an inquest	Destroy - 15 years after last action	RGLA 5.6 TNA Retention and Disposable Guidance 13	Confidential	
Registration	Register or reported deaths	Permanent – offer to archivist	RGLA 5.5 TNA Retention and Disposable Guidance 13	Not protectively marked	
Marriage services	Information relating to marriage services				

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Conducting a marriage service	Process of arranging and carrying out a marriage service.	Destroy - 3 years after last action	RGLA 5.3	Not protectively marked	
Registration	Register of approved wedding premises	Permanent – offer to archivist	RGLA 5.1	Not protectively marked	
Registration of births, marriages and deaths	Registration of significant life events				
Advice and support	Supplying advice and support on arrangements that need to be made	Destroy – 6 years after last action	Common practice	Not protectively marked	
Certification	Records of applications for copies of certificates	Destroy - 7 years after last action	RGLA 5.2	Not protectively marked	
Certification	Issuing of certificates	Destroy - 7 years after last action	RGLA 5.2	Not protectively marked	
Notification	Process of arranging for a marriage notice to be displayed <ul style="list-style-type: none"> <li>Wedding banns</li> </ul>	Destroy - 2 years after last action	RGLA 5.4	Not protectively marked	
Registration - Marriages	The process of registering a marriage <ul style="list-style-type: none"> <li>Marriage register</li> </ul>	Permanent – offer to archivist	RGLA 5.1	Not protectively marked	

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Registration - Births	Process of registering a birth	Permanent – offer to archivist	RGLA 5.1	Not protectively marked	
Registration Citizenship	Process of registering citizenship	Permanent – offer to archivist	RGLA 5.1	Not protectively marked	
Registration Deaths	Process of registering deaths of individuals	Permanent – offer to archivist	RGLA 5.1	Not protectively marked	
Treasure trove	Information relating to treasure trove				
Inquests	Process of investigation of a treasure trove	Destroy - 2 years after last action	RGLA 5.8 TNA Retention and Disposable Guidance 13	Protect	