

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
6. Crematoria and Cemeteries	Information dealing with crematoria, cemeteries and redundant churchyards.				
Burial Identity and Location	The location of burials and the identity of who has been buried.				
Registration	<p>Documentation regarding the lay-out of burial space in crematoria and cemeteries.</p> <ul style="list-style-type: none"> • Burial Register and plan of plot ownership and occupation • Crematorium Register of cremations and plan of ownership of interment of ashes • Commemoration Register • Plan of headstones/shrubs and ownership • Cemetery plans • Burial plot lay-out 	Permanent - offer to County Archivist, after administrative use is concluded	RGLA 9.24	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Bookings	Documentation relating to bookings made for a cremation, interment or monument erection. <ul style="list-style-type: none"> • Applications • Permits • Orders 	Destroy - 5 years after last action	RGLA 9.25	Not Protectively Marked	
Exhumations	Documentation regarding the process of the exhumation of an individual.	Permanent - offer to County Archivist, after administrative use is concluded	RGLA 9.24	Protect	
Interment service	Process relating to the burial or cremation of an individual. Regulation of burials and cremations.	Destroy - 5 years after last action	RGLA 9.25	Not Protectively Marked	
Licensing	The process of regulation of burials and cremations. <ul style="list-style-type: none"> • Permits 	Destroy - 5 years after last action	RGLA 9.25	Not Protectively Marked	
Memorial management	Records relating to the ordering of a memorial. <ul style="list-style-type: none"> • Orders 	Destroy - 5 years after last action	RGLA 9.25	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Maintenance of Burial Grounds	Maintenance records for burial grounds.				
Planned maintenance	Programme of maintenance to cemeteries and crematoria over the next maintenance period.	Destroy - 21 years after maintenance completed	LGCS v2.03, page 101	Not Protectively Marked	
Redundant churchyards	Documentation relating to disused churchyards, specifically their upkeep.	Destroy - 21 years after maintenance completed	LGCS v2.03, page 101	Not Protectively Marked	
Responsive maintenance	Emergency or unplanned maintenance to cemeteries and crematoria.	Destroy - 21 years after maintenance completed	LGCS v2.03, page 101	Not Protectively Marked	