

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Registration Service					
Registration					
	Appointment forms for Registration Officers	1 year after retirement	Destroy	Date of last action	GRO stipulated preservation term
Birth					
	Registrar General's authorities for registration after 12 months in accordance with Sections 7 and 21 of the Births and Deaths Registration Act 1953	2 years	Destroy	Date of last action	GRO stipulated preservation term
	Counterfoils of certificates and forms for standard birth certificate	2 years	Destroy	Date of last action	GRO stipulated preservation term
	Counterfoils of certificates and forms for standard still birth certificate	2 years	Destroy	Date of last action	GRO stipulated preservation term
	Counterfoils of certificates and forms for certificates of registration of birth	1 year	Destroy	Date of last action	GRO stipulated preservation term
	Counterfoils of certificates and forms for certificates of registration of still birth	1 year	Destroy	Date of last action	GRO stipulated preservation term
	Requisitions to persons liable to register who have failed to do so	1 year	Destroy	Date of last action	GRO stipulated preservation term
Death					
	Books recording issue of books and forms of medical certificates (Form 17)	5 years after last entry	Destroy	Date of last action	GRO stipulated preservation term
	Notification of disposal of bodies of deceased persons	5 years	Destroy	Date of last action	GRO stipulated preservation term
	Counterfoils of certificates and forms for	2 years	Destroy	Date of last action	GRO stipulated

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	standard death certificate				preservation term
	Forms of report of death to Coroner by Registrar	1 year	Destroy	Date of last action	GRO stipulated preservation term
	Certificate for disposal before or after registration of death	5 years	Destroy	Date of last action	GRO stipulated preservation term
Marriage					
	Forms of appointment of Authorised Persons under the Marriage Act 1898 or 1949	2 years after vacation of office	Destroy	Date of last action	GRO stipulated preservation term
	Marriage notice	5 years	Destroy	Date of last action	GRO stipulated preservation term
	Forms of consent to marriage of minors	1 year	Destroy	Date of last action	GRO stipulated preservation term
	Caveats against the grant of a Superintendent Registrar's certificate or certificate and licence or Registrar General's licence for marriage	2 years	Destroy	Date of last action	GRO stipulated preservation term
	Superintendent Registrar's certificates and certificates and licences for marriage	2 years from date of marriage	Destroy	Date of last action	GRO stipulated preservation term
	Notifications of the issue of the Registrar General's licence for marriage and Registrar General's licence for marriage	2 years from date of marriage	Destroy	Date of last action	GRO stipulated preservation term
	Counterfoils of certificates and forms for standard marriage certificate	2 years	Destroy	Date of last action	GRO stipulated preservation term
Accountancy (see also Financial Records Retention Schedule)					
	Record and demand book	10 years	Destroy	Date of last action	GRO stipulated preservation term
	Registrar General's certificate and direction	7 years	Destroy	Date of last action	GRO stipulated preservation term
	Cash Book	7 years	Destroy	Date of last action	GRO stipulated preservation term

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	Paying-in Books	7 years	Destroy	Date of last action	GRO stipulated preservation term
	Receipt Books	7 years	Destroy	Date of last action	GRO stipulated preservation term
	Form of Account (office copy)	2 years	Destroy	Date of last action	GRO stipulated preservation term
Correspondence					
	Appointment and conduct of Officers	2 years	Destroy	Date of last action	GRO stipulated preservation term
	Registration of births	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Registration of marriages	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Registration of deaths	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Correction of errors	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Birth re-registrations not made (forms LA1 & GRO 185 and copy documents)	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Issue of certificates under certain Acts of Parliament	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Irregular burial	3 years	Destroy	Date of last action	GRO stipulated preservation term
	False information given to Registration Officers	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Falsification and forgery of birth certificates	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Falsification and forgery of death certificates	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Falsification and forgery of marriage certificates	3 years	Destroy	Date of last action	GRO stipulated preservation term
	Marriage of foreigners and persons divorced	3 years	Destroy	Date of last action	GRO stipulated

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	abroad				preservation term
	Accounting transactions	2 years	Destroy	Date of last action	GRO stipulated preservation term
	Charges	2 years	Destroy	Date of last action	GRO stipulated preservation term
	Receipts	2 years	Destroy	Date of last action	GRO stipulated preservation term
	Other	3 years	Destroy	Date of last action	GRO stipulated preservation term