

Statutory Services

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
	Registrars of Births Deaths And Marriages			
	Registration			
5.1	Process of the summary registration of a birth, death or marriage	Permanent. Offer to Archivist. Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> • Deaths register • Births register • Marriage register 	Common practice
5.2	Process of certification of the registration of a birth, death or marriage	Destroy 7 years after last action	<ul style="list-style-type: none"> • Birth certificate • Death certificate • Marriage certificate 	Common practice
	Marriage Services			
5.3	Process of conducting a marriage service	Destroy 3 years after last action		Common practice
	Notices			
5.4	Process of notification in relation to birth, death or marriage	Destroy 2 years after last action	<ul style="list-style-type: none"> • Wedding banns • Notice of marriage 	Common practice
	Coroners			
5.5	Summary registration of reported deaths	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Reported deaths register 	Set by Public Record Office

Statutory Services

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
	<p>Coroner's case work For further information please refer to Home Office website www.homeoffice.gov.uk/circulars/1999/hoc9959.htm</p>			
5.6	The process and actions of inquiring into deaths which do not proceed to an inquest.	Destroy 15 years after last action	<ul style="list-style-type: none"> Coroner's case files 	Set by Public Record Office
5.7	The process and actions of inquiring into deaths which proceed to an inquest	<p>Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> Coroner's case files 	<p>Set by Public Record Office Can be sampled according to</p> <ul style="list-style-type: none"> set a precedent in law or practice; Relate to an individual, accident or crime subject to prolonged or repeated interest from the national media.
	<p>Treasure Trove</p>			
5.8	The process and actions of Treasure inquests	Destroy 2 years after last action		Set by Public Record Office

Statutory Services

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
5.9	Magistrates Refer to Lord Chancellor's publications (see Appendix. A)			