

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
06	CEMETERIES AND CREMATORIA										
6.001	Burial identity and location										
06.001.001	Burial identity and location	Registration	Cemetery and crematoria plans, burial plot layout/ownership, headstone layout plans.	Date superseded.	Retain copy of each superseded layout in the Archives	Transfer to archive	Business requirement	See 06.001.009 for post-2016 records	taken from SCARRS, description updated by service	1.1	
06.001.003	Burial identity and location	Bookings	Applications (for a cremation, burials and interment)	End of current year.	50 years	Destroy	Business requirement	Previous statutory retention repealed by Burial and Cremation (Scotland) Act 2016. See 06.001.09	taken from SCARRS, description and retention updated by service	1.1	
06.001.004	Burial identity and location	Exhumations	Exhumation orders (documentation regarding the process of regulation of exhumation).	Date superseded.	Permanent	Retain	Business requirement	See 06.001.012 for post-2016 records	taken from SCARRS, agreed by service	1.0	
06.001.005	Burial identity and location	Regulatory	Regulation of burials and cremations	End of current year.	15 years	Destroy	Business requirement	Previous statutory retention repealed by Burial and Cremation (Scotland) Act 2016. See 06.001.09	taken from SCARRS, name updated by service	1.1	
06.001.FC.001	Burial identity and location	Memorials	All Applications for memorials BOR/Memorial cards, benches, trees, memorial wall etc	End of current year	15 years	Destroy	Business Requirement		added by service	1.1	
06.001.007	Burial identity and location	Deeds and Permits	Permits (for headstones, lair purchases, cemeteries and crematoria) & application forms and transfers	End of current year.	20 years	Destroy	Business requirement		taken from SCARRS, name and description updated by service	1.1	
06.001.009	Burial identity and location	Register of Burials	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s10(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.010	Burial identity and location	Register of rights of burial	Lair ownership register. To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s17(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.011	Burial identity and location	Private burial register	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s23(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.012	Burial identity and location	Exhumation register	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s30(7) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.013	Burial identity and location	Register of restored lairs	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s42(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.014	Burial identity and location	Cremation register	To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s47(5) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
06.001.015	Burial identity and location	Pregnancy losses register	Arrangement on pregnancy loss on or before 24 weeks – the appropriate health authority must record the persons decision To be provided through new system reports. Retrospective records to be digitised.		Permanent	Move to archive	Statutory	Burial and Cremation (Scotland) Act 2016 s85(3) (s102 - Must be kept electronically)	taken from SCARRS, description updated by service	1.1	
6.002	Maintenance of burial grounds										
06.002.001	Maintenance of burial grounds	Planned Maintenance	Program of maintenance to cemeteries and crematoria over the next maintenance period.	End of current year.	5 years	Destroy	Business requirement	Covered by Land Management RRS.	taken from SCARRS	1	
06.002.002	Maintenance of burial grounds	Redundant Churchyards	Documentation relating to disused churchyards, specifically their upkeep.	End of current year.	5 years	Destroy/ Review for Archival preservation	Business requirement	Covered by Land Management RRS.	taken from SCARRS	1	

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06.002.003	Maintenance of burial grounds	Responsive Maintenance	Emergency or unplanned maintenance to cemeteries and crematoria	End of current year	5 years	Destroy	Business requirement	Covered by Land Management RRS. Prescription and Limitation Act (Scotland) Act 1973	taken from SCARRS, description updated by service	1.1	