

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
23	Registrars										
23.001	Marriage Services										
23.001.002	Marriage Services	Marriage and Civil Partnership Schedules		Date of completion of examination by National Records of Scotland (NRS)	Permanent	Transfer to NRS	Business requirement		taken from SCARRS, activity / record series, trigger, retention period and disposal action updated by Service.	1.1	
23.001.004	Marriage Services	Register of Marriages and Register of Civil Partnerships		Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		taken from SCARRS, activity / record series, trigger, retention period and disposal action updated by Service.	1.1	
23.001.005	Marriage Services	Marriage Notice and Civil Partnership Form	Form M10 and Form CP10	End of current year.	3 years	Destroy	Business requirement	Records provided by an informant registering a marriage.	taken from SCARRS, activity / record series updated by Service.	1.1	
23.001.006	Marriage Services	List of intended marriages and List of intended civil partnerships		End of current year.	3 months	Destroy	Business requirement		taken from SCARRS, activity / record series updated by Service.	1.1	
23.001.007	Marriage Services	Records documenting the development of general information about civil marriage ceremonies and civil partnerships	RM1 and RCP1	Until superseded.		Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.001.008	Marriage Services	Records documenting the handling of a general enquiry about civil marriage ceremonies or civil partnerships	Correspondence from NRS	End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.001.010	Marriage Services	Records documenting arrangements for, and the conduct of, a civil marriage ceremony and civil partnership	One day authorisation and new appointments	End of current year.	1 year	Destroy	Business requirement		taken from SCARRS, activity / records series, description and retention period updated by Service	1.1	
23.001.010a	Marriage Services	Interpreter's statement and certificate for marriage	Form M14R	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.001.010b	Marriage Services	Interpreter's statement and certificate for civil partnership	Form CP14	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.001.010c	Marriage Services	Copy failure to return schedule (marriage)	Form 19	End of current year.	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010d	Marriage Services	Copy failure to return schedule final notice (marriage)	Form 20	End of current year.	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010e	Marriage Services	Copy failure to return schedule (civil partnership)	Form CP19	End of current year.	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010f	Marriage Services	Copy failure to return schedule final notice (civil partnership)	Form CP20	End of current year.	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010g	Marriage Services	Application for second marriage ceremony and statutory declaration regarding previous marriage form	Form M15R	Date of completion of examination by National Records of Scotland (NRS)	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010h	Marriage Services	Report of a suspicious marriage or civil partnership	S.24	Date of completion of examination by National Records of Scotland (NRS)	1 year	Destroy	Business requirement		Added by Service	1.1	
23.001.010i	Marriage Services	Copy Objection Notice		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010j	Marriage Services	Dispensation application form		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010k	Marriage Services	Foreign dissolution questionnaire		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010l	Marriage Services	Foreign divorce questionnaire		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	

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23.001.010m	Marriage Services	Foreign certificate of no impediment		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010n	Marriage Services	Application to change a civil partnership to a marriage		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010o	Marriage Services	Declaration of immigration form		End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.001.010p	Marriage Services	Declaration where a marriage is proposed between parties related in a degree specified	Regulation 4 Form DSR	End of current year.	3 years	Destroy	Business requirement		Added by Service	1.1	
23.002	Registration of births, deaths and marriages										
23.002.001	Registration of births, deaths and marriages	Communications from National Records of Scotalnd (NRS) setting out policy and guidance to Registrars.	R & M Letters	Date superseded.	Nil	Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.002.002	Registration of births, deaths and marriages	Communications with National Records of Scotland (NRS) about registration issues	Correspondence relating to any issues	End of current year.	5 years	Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.002.003	Registration of births, deaths and marriages	Records documenting the conduct and outcomes of annual visits by the District Examiner from National Records of Scotland (NRS).	Exam Report	End of current year.	5 years	Destroy	Business requirement		taken from SCARRS, activity / record series and description updated by Service	1.1	
23.002.005	Registration of births, deaths and marriages	Certificate copy applications	Online applications and letters	End of current year	1 year	Destroy	Business requirement		taken from SCARRS, description updated by Service	1.1	
23.002.005a	Registration of births, deaths and marriages	Record of extract issue		End of current year	5 years	Destroy	Business requirement		Added by Service	1.1	
23.002.005b	Registration of births, deaths and marriages	Register of Corrections to Register of Marriages		Date of completion of examination by National Records of Scotland (NRS)	Permanent	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005c	Registration of births, deaths and marriages	Register of Births		Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005d	Registration of births, deaths and marriages	Copy of Form 3	Legal requirement to register a birth notice	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005e	Registration of births, deaths and marriages	Copy of Form 4	Legal requirement to register a birth final notice	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005f	Registration of births, deaths and marriages	Birth Institution Returns	Received from Forth Valley Royal Hospotal	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005g	Registration of births, deaths and marriages	Declaration as to parentage by father	DPF	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005h	Registration of births, deaths and marriages	Declaration as to parentage by mother	DPM	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005i	Registration of births, deaths and marriages	Declaration by the father of a child	Form 27	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005j	Registration of births, deaths and marriages	Declaration by the mother of a child	Form 26	Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005k	Registration of births, deaths and marriages	Register of still-births		Date of completion of examination by National Records of Scotland (NRS)	1 years	Transfer to NRS	Business requirement		Added by Service	1.1	

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23.002.005l	Registration of births, deaths and marriages	Manual form of particulars for all registrations		Completion of input to FER		Destroy	Business requirement		Added by Service	1.1	
23.002.005m	Registration of births, deaths and marriages	Death Register		Date of completion of examination by National Records of Scotland (NRS)	1 year	Transfer to NRS	Business requirement		Added by Service	1.1	
23.002.005n	Registration of births, deaths and marriages	Medical certificate of cause of death	MCCD / EMCCD / Form 11	End of current year	3 years	Destroy	Business requirement		Added by Service	1.1	
23.002.005o	Registration of births, deaths and marriages	Copy legal requirement to register a death notice	Form 12	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005p	Registration of births, deaths and marriages	Copy legal requirement to register a death final notice	Form 13	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005q	Registration of births, deaths and marriages	Correspondence from NRS - late registrations		End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.002.005r	Registration of births, deaths and marriages	Correspondence from DCRS / NHS - amendments after medical review	Held with MCCD	End of current year	3 years	Destroy	Business requirement		Added by Service	1.1	
23.002.005s	Registration of births, deaths and marriages	Death institution lists	Received from all institutions in the area	End of current year	1 year	Destroy	Business requirement		Added by Service	1.1	
23.004	Citizenship Ceremonies										
23.004.001	Citizenship Ceremonies	Records documenting the development of general information about citizenship ceremonies.		Until superseded.	Nil	Destroy	Business requirement.		taken from SCARRS, agreed by Service	1.0	
23.004.002	Citizenship Ceremonies	Records documenting the handling of a general enquiry about citizenship ceremonies.		End of current year.	1 year	Destroy	Business requirement.		taken from SCARRS, agreed by Service	1.0	
23.004.003	Citizenship Ceremonies	Records documenting communications with the Home Office on general matters relating to the conduct of citizenship ceremonies.		End of current year.	5 years	Review for ongoing value	Business requirement.		taken from SCARRS, agreed by Service	1.0	
23.004.004	Citizenship Ceremonies	Records documenting arrangements for, and the conduct of, a citizenship ceremony.		End of current year.	3 years	Destroy	Business requirement.		taken from SCARRS, agreed by Service	1.0	