

<b>CEMETERIES &amp; FUNERALS</b>			
Reference	Description of Record	Point of Closure	Total Retention Period
<b>BURIAL IDENTITY &amp; LOCATION</b>			
<b>The location of burials and the identity of those buried</b>			
ECS	Application Forms (Assignment of Right of Burial Grave Pre Purchase Permission to Re Open Grave Renunciation & Statutory Declaration)	When completed	Permanent
ECS	Cemetery Diaries (Appointments for bookings of burials and interment of cremated remains)	End of calendar year	Paper CY + 1 year Electronic Permanent
ECS	Cemetery Ledgers (Location of burials/interment and identity of a deceased individual)	When ledger is full	Permanent
ECS	Exhumations	When exhumation is complete	Permanent
<b>MEMORIAL PERMITS &amp; LEASES</b>			
<b>The administration of leases and permits for memorials</b>			
ECS	Headstone Permits	End of financial year	Permanent
ECS	Lease Agreements (Bench, Bird Box & Tree Memorial Plaques)	Expiry of Lease	Paper 1 year from expiry of lease Electronic Permanent
<b>PUBLIC HEALTH FUNERAL</b>			
<b>Information relating to the arrangement of a public health funeral</b>			

ECS	Public Health Funeral	End of calendar year in which funeral was provided	Permanent
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