

## REGISTRATION SERVICES

Reference	Description of Record	Point of Closure	Total Retention Period
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### MARRIAGE SERVICES

#### Information relating to marriage services

CECR	Approved Premises	None	Permanent
CECR	Marriage Notices & Civil Partnerships	1 year from date of notice	5 years from date of notice

### REGISTRATION OF BIRTHS, MARRIAGES & DEATHS

#### Information relating to the registration of significant life events

CECR	Forms of Account & Spoilt Certificates	End of financial year	7 years
CECR	Forms of Consent to Marriage of Minors	1 year from date of notice	5 years from date of notice
CECR	Register of Births	When register is complete	Permanent
CECR	Register of Citizenship	When register is complete	Permanent
CECR	Register of Marriages	When register is complete	Permanent
CECR	Register of Deaths	When register is complete	Permanent