

## **Appendix 12**

### **Minimum period of preservation of official documents**

14. Counterfoils of certificates and forms:-
- (a) Standard certificates of birth, marriage, death and still-birth 2 years (but retained further if they have not been subject to scrutiny during a stock audit by GRO)
  - (b) Certificates issued for the purposes of the 1st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974 6 years
  - (c) Certificates issued for the purpose of the provisions of the Friendly Societies Acts relating to a payment on the death of a child under the age of ten 3 years
  - (d) Certificates issued for purposes of certain other Acts of Parliament 2 years
  - (e) Certificates of registration of births and still-births 2 years (but retained further if they have not been subject to scrutiny during a stock audit by GRO)
  - (f) Requisitions to persons liable to register who have failed to do so 1 year
  - (g) Forms of report of death to coroner by registrar 1 year
  - (h) Certificates for disposal

(c) relating to false information given to