

Customer and Local Services Retention periods for information processed by the Jersey Crematorium			
Records	Retention Period	Action by Department	Action by Jersey Archive
Crematorium Registers	20 Years from end date of register	Keep at Jersey Crematorium in Fireproof cabinet	Archive
Individuals' cremation documents (paper copies)	Whilst in regular use Paper versions retained until scanned, then it is destroyed	Destroy paper versions once scanned	
Crematorium Spreadsheets giving details of cremations and links to individuals cremation documents (scanned/electronic copies)	Whilst in regular use	Transfer copy to Jersey Archive on an annual basis	Archive
Cremations abroad where ashes sent to Jersey for burial	Electronic versions kept indefinitely by crematorium. Paper versions transferred to Jersey Archive	Transfer paper version to Jersey Archive	Archive
Cremation Statistics and Analysis	5 years	Transfer a copy to Jersey Archive	Archive
Books of Remembrance inscription forms and payment details	Paper copies destroyed once scanned and logged. Keep electronic copy for 1 year after inscription	Delete electronic copies after 1 year after inscribed in the Remembrance Book	
Books of Remembrance	Whilst in regular use	Keep and store securely. Transfer digital copy to Jersey Archive	Archive digital copy
Garden Plan allocation	Indefinitely	Keep and store securely, and scan and store electronic copies periodically-transfer digital copy to Jersey Archive	Archive digital copy
Financial Records	See Government of Jersey Financial Regulations		

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