

## SCHEDULE NO. 10

### CEMETERY RECORDS

General Description: Records relating to the administration, management and operation of cemeteries.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

#### 10.010 BURIAL RECORDS

Records documenting burials and inurnments, such as burial permits and stubs, burial permit register, death certificates, deceased persons book, final disposition records, physician's report, foundation order books and records of interment or inurnment.

Retention: Permanent

#### 10.020 CEMETERY BOUNDARY AND LOT RECORDS

Records pertaining to the location, layout and ownership of the cemetery and individual cemetery lots or mausoleums, including abandonment records, block books, cemetery maps, indexes (alphabetical and location), plat books, and cemetery deeds and stubs.

Retention: Permanent

#### 10.030 CEMETERY FINANCIAL RECORDS

Records of financial transactions documenting perpetual care arrangements and lot ownership or burials, including financial records of the sale of cemetery lots, accounts receivable ledger, cashbook and receipts maintained by a self-sufficient cemetery separately from the municipality's financial and accounting systems.

Retention: Permanent

#### Cross References

- Agreements and contracts - 40.030, Agreements and Contracts
- Cemetery contractor licenses - 75.020.B, Contractor's Licenses/Registrations
- Cemetery fee collection records - 30.020, Accounts Receivable (A/R) Records
- Correspondence and general documentation - 40.100, Correspondence and General Documentation
- Policies and procedures - 40.220, Policies and Procedures Documentation
- Reports - 40.290, Reports
- Rules, regulations and standards - 40.310, Rules, Regulations and Standards
- Vandalism - 95.050.C, Damage Records