

SCHEDULE NO. 2

CEMETERY RECORDS

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

The retention periods specified in this schedule apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.). Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

2.10 BURIAL RECORDS

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

Retention: Permanent

2.20 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, foundation order books, indexes (alphabetical and location), plat books, and records of deeds issued and stubs.

Retention: Permanent

2.30 CEMETERY FINANCIAL RECORDS

Records of financial transactions for the cemetery needed to document perpetual care arrangements and lot ownership or burials, including accounts receivable ledger, cashbook and receipts maintained by a self-sufficient cemetery separately from the municipality's financial and accounting systems. See also *Schedule 5 Financial Records* for financial records of the municipality. <Amended 2/08>

Retention: Permanent

2.40 POLICIES AND PROCEDURES

See 7.260, *Policies and Procedures Documentation*.

2.50 REGULATIONS AND STANDARDS

See 7.320, *Regulations and Standards*.

2.60 RULES – CEMETERY

See 7.320, *Regulations and Standards*.

2.70 VANDALISM RECORDS

See 16.110.C, *Damage Records* <Amended 3/09>