

**Diocesan Records Series:
Administrative – Cemeteries**

Record Series	Series No.	Description	Retention	Disposition
Burial Authorization	2015.052	Documents authorizing the burial of an individual.	Permanent.	Transfer to Archives.
Burial Contracts	2015.045	Agreement of payment between the client and cemetery for burial and/or grave maintenance.	Permanent.	Transfer to Archives.
Burial Marker Orders	2015.046	Order materials, including inventory reference numbers and the like, for individual grave markers.	Permanent.	Transfer to Archives.
Burial Registry Database	2015.047	Comprehensive electronic database that records individuals buried, location of burial, payments made, amounts due, birth and death dates of those buried, date of burial, funeral home used, opening/closing of graves, exhumation and transfers, date and reference number of original deeds, date and reference number of original contract, transfer of deeds, etc.	Permanent.	Transfer to Archives.
Cemetery Maps	2015.053	Maps that depict the cemetery grounds. May include data on individual burial plots, information on named sections of the cemetery, etc.	Permanent.	Transfer to Archives.
Certificates of Burial Rights	2015.048	Certificates of burial rights. No transfer of property ownership.	Permanent.	Transfer to Archives.
Designation Document	2015.054	Document designating burial rights to an individual. Assigns a burial plot to an individual.	Permanent.	Transfer to Archives.
Day Planners	2015.049	Calendars listing individual burials on the relevant date.	Until administrative value ceases.	Transfer to Archives.
Deeds	2015.050	Legal documents establishing or transferring ownership of burial plot or cemetery land.	Permanent.	Transfer to Archives.
Encroachment Records	2015.051	The records documenting the notification of surviving heirs to the encroachment of a burial marker or other object upon a person's burial plot, and the plans to rectify any encroachment by reinterring the deceased, etc.	5 years. (765 ILCS 835/14.5(d))	Destroy.
Individual Burial Records	2015.055	Documents recording individual burials, including individual burial cards, burial registers, etc.	Permanent.	Transfer to Archives.

Record Series	Series No.	Description	Retention	Disposition
Lot/Plot Records	2015.056	Records detailing the locations of burial lots.	Permanent.	Transfer to Archives.
Veteran Burial Records	2015.057	The Claim for Standard Government Headstone or Marker (VA Form 40-1330), Claim for Government Medallion (VA Form 40-1330M), Veterans Grave Registration (IDVA 3WVGR), etc. Per 330 ILCS 110/2, some record of veteran burials must be maintained permanently.	Until administrative value ceases; minimum of 3 years.	Destroy.
