This schedule applies to: Public Cemeteries

Scope of records retention schedule
This records retention schedule authorizes the destruction/transfer of public records of public cemeteries relating to the proper disposition of the bodies of deceased persons in accordance with chapter 68.52 RCW. It is to be used in conjunction with the Local Government Common Records Retention Schedule (CORE), which authorizes the destruction/transfer of public records common to all local government agencies. CORE can be accessed online at: http://www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Disposition of public records
Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of “Life of the Agency” or “Permanent”) must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules
All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority
This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans
For the Attorney General: Sharon Payant
The State Archivist: Jerry Handfield
## REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Approval</th>
<th>Extent of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>November 29, 2012</td>
<td>New sector schedule created from records series imported from version 5.2 of the <em>Local Government General Records Retention Schedule (LGGRRS)</em>, which has been dismantled. 4 series have been designated “Archival – Permanent Retention” (Index of Interments, Records of Burial or Interment, Section Books, and Section Maps). All disposition authority numbers (DANs) have been assigned a prefix of “CE” and a revision number of “0” (zero). A glossary of terms is located in the <em>Local Government Common Records Retention Schedule (CORE)</em>.</td>
</tr>
</tbody>
</table>
For assistance and advice in applying this records retention schedule, please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.
## 1. Cemetery Records

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE50-35-01</td>
<td>BURIAL PERMITS</td>
<td><strong>Retain</strong> until no longer needed for agency business then <strong>Destroy</strong>.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>CE50-35-02 Rev. 0</td>
<td>INDEX OF INTERMENTS</td>
<td><strong>Retain</strong> until no longer needed for agency business then <strong>Transfer</strong> to Washington State Archives for permanent retention.</td>
<td>ARCHIVAL ER (Permanent Retention) ESSENTIAL OPR</td>
</tr>
<tr>
<td>CE50-35-03 Rev. 0</td>
<td>RECORDS OF BURIAL OR INTERMENT</td>
<td><strong>Retain</strong> for 6 years after date of burial or interment then <strong>Transfer</strong> to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL ER (Permanent Retention) NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td>CE50-35-04 Rev. 0</td>
<td>SECTION BOOKS</td>
<td><strong>Retain</strong> until no longer needed for agency business then <strong>Transfer</strong> to Washington State Archives for permanent retention.</td>
<td>ARCHIVAL ER (Permanent Retention) ESSENTIAL OPR</td>
</tr>
<tr>
<td>CE50-35-05 Rev. 0</td>
<td>SECTION MAPS</td>
<td><strong>Retain</strong> until no longer needed for agency business then <strong>Transfer</strong> to Washington State Archives for permanent retention.</td>
<td>ARCHIVAL ER (Permanent Retention) ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

**Note:** Permits issued by the Public Health Department/District are designated Archival in accordance with the Public Health Departments and Districts Records Retention Schedule.
INDEX: ARCHIVAL RECORDS

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Records of Burial or Interment ............................................... 4

INDEX: ESSENTIAL RECORDS

Index of Interments ................................................................. 4
Section Maps........................................................................... 4
Section Books........................................................................... 4

INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

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CE50-35-02 ................................................................. 4
CE50-35-03 ................................................................. 4
CE50-35-04 ................................................................. 4
CE50-35-05 ................................................................. 4
# INDEX: SUBJECTS

**NOTE:** "CORE" refers to the Local Government Common Records Retention Schedule.

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- construction .............................................. see CORE
- contracts ................................................... see CORE

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- executive communications ............................ see CORE

## F
- financial ...................................................... see CORE
- fleet/motor pool ........................................ see CORE

## G
- glossary of terms ......................................... see CORE
- governing bodies ........................................ see CORE

## H
- human resources .......................................... see CORE

## I
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- inventories ................................................ see CORE

## L
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## M
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- maintenance ............................................... see CORE
- maps ........................................................ see also CORE
- cemeteries/graves ...................................... 4
- meetings .................................................... see CORE
- minutes ...................................................... see CORE

## P
- payroll ......................................................... see CORE
- permits (burial) .......................................... 4
- property management ................................. see CORE
- public disclosure ........................................ see CORE

## R
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## S
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- staff records .............................................. see CORE