

**Riverside Cemetery District
Board Policy**

KEEPER OF RECORDS

Policy 110

It shall be the duty of the Secretary of the Board of Trustees of Riverside Cemetery District, or such other person as may be appointed by the Board, to keep any and all records of Riverside Cemetery District. The records which shall be kept in the principal office of the Board shall be: deed stubs, numbered consecutively; deed record book; plat book of burials; burial record book showing name, age, date of death, date of burial as to section, block and lot. The Office Manager shall be responsible for issuing of deeds. In addition to the plat book of burials kept in the principal office of the Board, one duplicate book shall be kept at the mortuary and one duplicate book shall be kept in the Sexton's office at Riverside Cemetery, and will show the location of each and every burial by name in lot, as well as owner of deed, and deed number. (3 duplicate plat books)

Adopted: 11/9/2004