

**Riverside Cemetery District
Board Policy**

ARRANGING FOR BURIALS OR DEEDS

Policy 113

A copy of a request form completed by the Cemetery District Office shall be presented to the Sexton when requesting a grave be opened. A copy of the form shall be given to the purchaser, a copy to the Funeral Director, a copy to the Sexton, and a copy filed in the District's Office. Such form shall show name of deed holder, section, block and lot to be opened; name of deceased; date of death, date and hour of burial; opening fee and/or deed fee. In the case of deed issuance, the form shall also show the address of the person to who the deed is issued.

Adopted: 11/9/2004