

Required Records
In accordance with 6CSR2, Section 18

In accordance with 6CSR2, Section 18, the following information must be maintained on-site for a period of five years. After five years, the record may be stored off-site, but not destroyed.

1. The name of the person or other funeral establishment delivering the body for cremation;
2. The name of the deceased and the identification number assigned to the body;
3. The date and time of acceptance of delivery;
4. The name of the crematory operator(s) who operated the cremation chamber and mechanical processor operator;
5. The date, time and condition of the body before cremation;
6. The date and time that the body was placed in and removed from the cremation chamber;
7. The time and date that processing and inurnment of the cremated remains were completed;
8. The time, date, and manner of release of the cremated remains;
9. Documents supporting delivery or attempt to deliver cremated remains, including method of delivery and to whom the cremated remains were released;
10. A listing of objects removed from the deceased by the crematory operator prior to cremation;
11. Written authorization and the name and address of the authorized person;
12. The permit for cremation from the medical examiner and the date this form was presented to the operator of the crematory;
13. Transit or disposition permits; and
14. Documentation of embalming, if the crematory contracted with a licensed embalmer to embalm the body.