



# REQUIRED RECORDS

## State law requirements

Easy Steps to Compliance

### **Record-Keeping:**

State law requires you to maintain a record of each funeral and/or body preparation. This record must be kept ON-SITE for 5 years and can be placed in storage after 5 years. They can NOT be destroyed.

### **What types of documentation is required in the record:**

1. the name of the person or other funeral establishment delivering the body to you;
2. the name of the deceased and the identification number assigned to the body;
3. the date and time of acceptance of delivery of the body;
4. the name of the embalmer who prepared the body;
5. the date, time and condition of the body BEFORE and AFTER preparation;
6. the date, time and manner of disposition of the body, and;
7. a photocopy of the death certificate.

### **What if the body has been cremated?**

If the deceased human body was cremated, the record must also include:

1. documents supporting delivery or attempt to deliver cremated remains, including the method of delivery and to whom the cremated remains were released;
2. a listing of objects removed from the deceased by the embalmer before cremation;
3. written authorization to cremate and the name and address of the authorized representative who signed the authorization; and,
4. the permit for cremation from the medical examiner and the date this form was presented to the operator of the crematory.

This information sheet is designed to aid you in complying with state funeral laws.