



## Cemeteries (City-Owned)

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](http://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-682

CEMETERIES, CITY-OPERATED RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
<b>B-1. Deed Books.</b> May contain deed number, purchaser's name, deed date, lot number, etc.	Permanent Record.	Establish property rights.
<b>B-2. Interment Records.</b> May contain name of the deceased, burial permit number, dates of death and interment, sex and age of deceased, place of death, location of grave, date and place of birth, owner of lot, deed number, and removal information.	Permanent Record.	Keep for historical purposes.
<b>B-3. Perpetual Care Records.</b> Records regarding funds for the continued upkeep of the cemetery.	Permanent Record.	Keep for historical purposes.

*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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