

Authority

PROS 15/01 Retention & Disposal Authority for
Cemetery and Crematoria Records

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Table of Contents

1	Introduction	3
1.1	Purpose of this Authority	3
1.2	Context of this Authority	3
1.3	Use of Other Authorities	4
1.4	Explanation of Authority Headings	4
2	Establishment of Standard	5
3	Acknowledgments	6
4	Further Information	7
5	Table of Functions	8
6	Retention & Disposal Authority	9
7	Appendix A	22

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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act

1 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria’s archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

For the purposes of this Retention and Disposal Authority, a ‘legal proceeding’ has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

Class number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

2 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Cemetery and Crematoria records.

This standard as varied or amended from time to time shall have effect from the date of issue unless revoked.

[signed]

Justine Heazlewood
Keeper of Public Records

Date of Issue: 26/02/15

3 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Carrie Raftery Southern Metropolitan Cemeteries Trust

Noela Bajjali Greater Metropolitan Cemeteries Trust

Frank de Groot Geelong Cemeteries Trust

Ian Hockley Castlemaine Cemetery Trust

4 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

For more information please contact:

Government Services
Public Record Office Victoria
Ph: (03) 9348 5600
Fax: (03) 9348 5656
Email: agency.queries@prov.vic.gov.au
Web: www.prov.vic.gov.au

5 Table of Functions

Function No.	Function	Page
1.0	GOVERNANCE	9
2.0	CEMETERY STRUCTURES	11
3.0	DISPOSAL OF REMAINS	13
4.0	LAND MANAGEMENT	15
5.0	INVENTORY MANAGEMENT	17
6.0	MEMORIALISATION	19
7.0	EPHEMERAL DOCUMENTS	21
	APPENDIX A: CLASS B TRUSTS: PERMAMENT RECORDS	22

6 Retention & Disposal Authority

1.0 GOVERNANCE

The function of controlling and managing cemeteries and crematoria; establishing and administering governance arrangements and structures for the effective management of financial and physical assets; the review of activities, products and services provided, in accordance with community need and expectations whilst ensuring accountability and compliance with statutory and regulatory obligations in achieving the perpetual maintenance of places of interment.

It encompasses the relationships between the Minister, Cemetery Trusts, senior management and stakeholders.

*For matters relating to the regulation of Cemetery Trusts and application, selection, appointment, retirement or resignation of members to Cemetery Trusts, refer to **PROS 08/15 PUBLIC HEALTH FUNCTIONS**.*

*For matters relating to operational meetings and committees refer to **PROS 07/01 General Retention & Disposal Authority for records of Common Administrative Functions**.*

*For matters relating to the governance and management of Australian War Graves cemeteries refer to **Record Authority, Department of Veteran's Affairs 2007/00025460 (Cth)**.*

The function includes governance activities such as:

- establishing and administering governance structures or advisory boards;
- amalgamating or relinquishing cemeteries or Cemetery Trusts;
- developing and implementing cemetery rules;
- creating and ratifying; Constitution, Charter, Terms of Reference, Code of Conduct, Vision or Mission Statements;
- formulating and delivering strategic objectives;
- delegating functions and powers; and
- representations and submissions to government and industry.
-

The performance of the function is supported by routine administrative tasks such as:

- providing and receiving advice;
- liaison with individuals and organisations;
- arranging meetings;
- evaluating and reviewing;
- research and reporting; and
- developing policies and procedures.

Class no.	Description	Disposal action
1.0	GOVERNANCE	
1.1	<p>Records of critical or historical significance documenting:</p> <ul style="list-style-type: none"> management of Cemetery Trusts and committees required under the Cemeteries and Crematoria Act. For example, Finance Committees, Community Advisory Committees etc. Including obsolete Trusts that have either been abolished or amalgamated to form new Trusts – includes; Terms of Reference, code of conduct, delegations, charter, committee membership, member remunerations, master set of; agenda, minutes, supporting papers, official Trust photographs; master set of approved cemetery rules; annual general meeting – includes master set of; notice(s) of meeting, agendas, minutes, associated reports; submissions to government that have major impact on the sector; such as industry change proposals, legislative or regulation change proposals – includes; successful submissions and approvals, special conditions or requirements, successful appeals etc.; and master set of policies and procedures. 	<p>PERMANENT</p> <p>Retain as State Archives</p>
1.2	<p>Records of long term administrative value:</p> <ul style="list-style-type: none"> development and implementation of cemetery rules; development of key submissions to government such as comments on legislative or regulatory changes or proposals that will have a major impact on the industry – includes; research, consultation, analysis, unsuccessful submissions etc.; records detailing the provision and receipt of advice and guidance to Class B cemeteries as prescribed under the Cemeteries and Crematoria Act; management and resolution of complaints regarding cemetery and crematoria operations that change the operations of the organisation; internal committees supporting the major governance committees of the organisation. For example; Occupational Health and Safety Committees, Steering Committees, Project Committees etc. 	<p>TEMPORARY</p> <p>Destroy 50yrs after last action</p>
1.3	<p>Records documenting:</p> <ul style="list-style-type: none"> routine operational administrative tasks supporting the function for example: internal requests for papers to be submitted for discussion at committees, meeting schedules, etc.; or governance activities other than those covered in 1.1 & 1.2 	<p>TEMPORARY</p> <p>Destroy 7yrs after last action</p>

2.0 CEMETERY STRUCTURES

The function of establishing and maintaining structures to be used for the purposes of disposing or interring remains; or structures to be used for commemoration or as places of worship for the use of a particular faith, religious or cultural group. For example; crematoria, structures to house crypts or inter cremated remains (i.e. mausolea, columbarium, niche walls etc.), chapels, temples etc. Included in the function is overseeing construction of structures erected by faith, religious or cultural groups for the purpose of worship or conducting traditional ceremonies; where the structure is on cemetery land and the cemetery has a responsibility to ensure the safety of public visitors but the structure is not owned by the cemetery.

*For matters relating to the management of general use structures such as administration buildings, toilet blocks, maintenance sheds etc. refer to **PROS 07/01 General Retention & Disposal Authority for records of Common Administrative Function.***

The function includes cemetery structures activities such as:

- designing and erecting structures (i.e. crematoria, mausolea, chapels etc.);
- repairing and maintaining structures;
- honouring and naming of structures.;
- acquiring and installing equipment;
- applying for and granting of permits (i.e. for altering heritage structures, occupancy permits etc.);
- conserving and preserving heritage structures;
- undertaking pest control;
- securing and insuring structures; and
- approving and overseeing construction of structures for ceremonies.

The performance of the function is supported by routine administrative tasks such as:

- providing and receiving advice;
- liaison with individuals and organisations;
- managing meetings;
- planning and reporting; and
- developing policies and procedures.

Class no.	Description	Disposal action
2.0.	CEMETERY STRUCTURES	
2.1	<p>Records of critical or historical significance documenting:</p> <ul style="list-style-type: none"> • design and construction of structures for the purpose of disposing or interring remains – for example; crematoria, mausolea, niche walls, columbaria etc. Includes; final contract or agreement(s), approved design documentation (plans, drawings, specifications etc.), ‘as built’ documentation (i.e. drawings and specifications) which can differ from approved design documents, agreed documentation to be provided at end of contract such as; occupancy permits, safety certificates etc.; • honouring and naming of structures – includes; final agreement and authority to use a name of a person of public 	<p>PERMANENT</p> <p>Retain as State Archives</p>

	<p>significance or interest such as; parliamentarians, academics, philanthropists, saints etc. For example, St Mary of the Cross Mausoleum;</p> <ul style="list-style-type: none"> • construction of structures for ceremonies such as chapels, temples etc. – includes; final agreement between cemetery and owners of the structure (if not the Trust), approved design documentation (plans, drawings, specifications etc.) and ‘as built’ drawings and specifications which can differ from approved design documentation; and • decommissioning or removal of structures for the interment of remains, such as crematoria, mausolea; or structures used for ceremonies such as chapels and temples – includes; revocation of approvals, public notices, justification for revocation, public reaction to decommissioning or removal, successful appeals, liaison with Holders of Right where remains are interred in the structure etc. 	
2.2	<p>Records of long term administrative value:</p> <ul style="list-style-type: none"> • planning and development of structures for the purpose of disposing or interring remains. For example crematoria, mausolea, niche walls, columbaria etc. – includes; research, business cases, plans, proposals, project documentation, community consultation, concept designs, negotiations etc.; • honouring and naming structures includes; nominations, selection criteria, evaluations, short listing, naming ceremonies etc.; • major maintenance or repair of facilities and structures that are required to ensure the safety and structural integrity of the structures – includes; approved specifications, contracts or agreements, contract documentation agreed to be provided at the completion of the works such as safety certificates etc.; and • applications to alter structures for ceremonies – includes; successful applications and approvals, approved design documentation (drawings, specifications etc.), negotiations, liaison with the faith, religious or cultural group(s) who own the structure. 	<p>TEMPORARY</p> <p>Destroy 50yrs after last action</p>
2.3	<p>Records of significance documenting:</p> <ul style="list-style-type: none"> • routine maintenance and repair of facilities and structures includes; installation and replacement of equipment (for example re-bricking individual cremators), quotes, maintenance plans, agreements, contracts, agreed contract documentation (such as; design documentation, specifications, permits etc.) 	<p>TEMPORARY</p> <p>Destroy 15yrs after last action</p>
2.4	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the function such as; insurance renewals and claims, routine pest control activities, responding to enquiries etc.; or • cemetery structures activities other than those covered in 2.1, 2.2 & 2.3 	<p>TEMPORARY</p> <p>Destroy 7yrs after last action</p>

3.0 DISPOSAL OF REMAINS

The function of establishing and managing services to the public for the safe disposal of remains through methods approved by regulatory bodies; for example, cremation and interment. Included in this function is the management of Rights of Interment (in perpetuity or limited tenure), lift and reposition procedures, approved exhumation procedures and the registering of information regarding the deceased and remains locations within cemetery sites.

*For matters relating to the regulation and assessment of exhumation applications, refer to **PROS 08/15 PUBLIC HEALTH FUNCTIONS**.*

*For matters relating to the construction and maintenance of structures for the purposes of disposing or interring remains such as a crematorium refer to **CEMETERY STRUCTURES**.*

*For matters relating to the construction and management of inventory such as crypts, vaults, grave foundations, cremation memorials etc. for sale to the community for the purposes of interring remains refer to **INVENTORY MANAGEMENT**.*

*For matters relating to the sale, establishment and ongoing maintenance of memorials for the deceased refer to **MEMORIALISATION**.*

The function includes disposal of remains activities such as:

- application and authorisation for disposal services;
- booking and scheduling disposal services;
- collection and delivery of remains;
- selling and issuing Rights of Interment;
- cancellation, transfer and relinquishment of Rights of Interment;
- preparing and finalising disposal services;
- exhuming remains;
- registering and managing of deceased data; and
- calculation and gazetta of fees and charges.

The performance of the function is supported by routine administrative tasks such as:

- providing and receiving advice;
- liaison with individuals and organisations;
- managing committees and meetings;
- planning, evaluating and reviewing;
- research and reporting; and
- developing policies and procedures.

Class no.	Description	Disposal action
3.0.	DISPOSAL OF REMAINS	
3.1	Records of critical or historical significance documenting: <ul style="list-style-type: none"> • summary details of deceased – includes; authorisations (i.e. application for cremation or interment authorisation), personal details of deceased, type of disposal, date of disposal, location and depth of remains, return depths, 	PERMANENT Retain as State Archives

	<p>number of interment positions, date exhumed (if applicable), exhumation licence, remains collection date etc.;</p> <ul style="list-style-type: none"> managing Rights of Interment (ROI) – includes; personal details of Holder of Right (HoR), applications, transfers of HoR, statutory declarations of ROI ownership, cancellations, relinquishments, disputes, deeds (including cancelled deeds), pre-paid financial details (i.e. date of final payment, total amount paid, date ROI is taken up) etc.; records that provide evidence of ownership of interment rights, burial locations or cremation services such as; burial registers, receipts books, deed stubs, sexton’s registers, cremation certificates etc.; and new methods for disposal of remains – includes; standards and specifications required to operate the new method, inaugural service details, opening ceremonies, public reaction etc.; and master set of policies and procedures. 	
3.2	<p>Records of significance documenting:</p> <p>calculation and gazettal of fees and charges – includes; calculations, justifications, proposals, research, submissions, approvals etc.</p>	<p>TEMPORARY</p> <p>Destroy 15yrs after last action</p>
3.3	<p>Records documenting:</p> <ul style="list-style-type: none"> routine operational administrative tasks supporting the function such as; daily schedule sheets for cremations or interments, arrangements for recycling metal parts, deceased location enquiries etc.; or disposal of remains activities other than those covered in 3.1 & 3.2 	<p>TEMPORARY</p> <p>Destroy 7yrs after last action</p>

4.0 LAND MANAGEMENT

The function of managing and allocating crown land for the purposes of interring and memorialising remains, whilst giving due consideration to overlays that may require conservation and protection measures, for example environmental or heritage overlays. Also included in the function is the process of acquiring land to be transferred or reserved as crown land and re-zoned for cemetery purposes and the development of infrastructure such as roads, dams, drainage etc.; in conjunction with implementing standards, processes and measures to ensure the effective use and sustainability of cemetery and crematoria lands.

*For matters relating to living memorials (flora species) refer to **MEMORIALISATION***

*For matters relating to the construction and management of structures for the purposes of disposing or commemorating remains such as crematoria or mausolea refer to **CEMETERY STRUCTURES***

*For all other Property Management activities (for example, leasing out property to third parties) refer to **PROS 07/01 General Retention & Disposal Authority for records of Common Administrative Functions.***

The function includes such land management activities as:

- acquiring and re-zoning of crown land;
- designing and implementing land use plans;
- establishing infrastructure such as roads, drainage and dams;
- closing and re-opening of cemetery land;
- allocating and reserving land for community, cultural or religious groups;
- applying for and granting of permits;
- conserving and preserving the environment;
- developing and implementing standards; and
- designing and landscaping layout of grounds.

The performance of the function is supported by routine administrative tasks such as:

- providing and receiving advice;
- liaison with individuals and organisations;
- managing committees and meetings;
- planning, evaluating and reviewing;
- research and reporting; and
- developing policies and procedures.

Class no.	Description	Disposal action
4.0.	LAND MANAGEMENT	
4.1	Records of critical or historical significance documenting: <ul style="list-style-type: none"> • master set of plans and drawings of cemetery lands – includes; cemetery maps (changing boundaries), grave location maps, final land development or master plans, aerial site photographs etc.; • acquisition and re-zoning of land – including; final proposal, contract of sale and approvals such as; Ministerial approval to purchase, approval to transfer to Crown Land, re-zoning approval etc.; 	PERMANENT Retain as State Archives

	<ul style="list-style-type: none"> • closure or re-opening of cemetery lands – includes; successful request and approval to re-open or close a site to further interments, public notice, public reaction, liaison with Holder of Right where closures affect existing interment rights. • master set of standards for cemetery maintenance; • reclaiming unexercised Rights of Interment; includes – final investigation report, successful applications and Ministerial approvals to reclaim rights. • allocation and reservation of land for faith, religious or cultural groups – includes; final agreement between the cemetery and the particular group; maps marking out the distribution and disbursement of the area; • records of overlays and their requirements; and • approvals from regulatory bodies to alter overlaid areas or objects. 	
4.2	<p>Records of long term administrative value:</p> <ul style="list-style-type: none"> • liaison and negotiation regarding land for faith, religious or cultural groups includes; applications, negotiations, consultation, research, reports etc.; • development of maintenance standards – includes; research, proposals, consultation, reviews, reports etc.; • grave research for unexercised Rights of Interment – includes; ground testing reports, public notices and advertisements, consultation, Holder of Right investigation notes; and • construction and maintenance of infrastructure such as roads, traffic management devices (intersections, roundabouts and pedestrian crossings), stormwater drains and drainage, dams etc. – includes; approved design documents, ‘as-built’ drawings and specifications which may differ from approved design documents, final contracts and agreements, safety audits, risk and impact statements. 	<p>TEMPORARY</p> <p>Destroy 50yrs after last action</p>
4.3	<p>Records of significance documenting:</p> <ul style="list-style-type: none"> • licences and permits to enter premises such as easements, permits to film etc.– includes; requests, applications, public liability insurance certificates, agreements, payments etc. 	<p>TEMPORARY</p> <p>Destroy 15yrs after last action</p>
4.4	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the function such as; routine landscaping activities, receiving and responding to enquiries; or • land management activities not covered in 4.1, 4.2 & 4.3. 	<p>TEMPORARY</p> <p>Destroy 7yrs after last action</p>

5.0 INVENTORY MANAGEMENT

The function of developing and managing cemetery assets and products for sale to the community for the purposes of interring and commemorating remains; for example the construction of infrastructure such as; crypts, vaults, grave foundations, cremation memorials etc. that can then be memorialised by the Holder of Right. Also included in the function is the acquisition and management of inventory items stored and managed internally such as granite, vases, bronze, plaques etc. that are to be used for the purposes of memorialisation.

*For matters relating to the sale, establishment and ongoing maintenance of memorials for the deceased refer to **MEMORIALISATION**.*

*For matters relating to the calculation and gazettal of fees and charges for memorialisation products that are outsourced (for example; plaques, inscriptions, statues, book entries, life gems etc.) refer to **MEMORIALISATION**.*

The function includes inventory management activities such as:

- design and construction of inventory (e.g. crypts, graves, cremation memorials etc.);
- researching and developing products;
- marketing and sale of products;
- calculation and gazettal of fees and charges;
- tendering and evaluating preferred suppliers, contractors and vendors;
- managing contracts and agreements; and
- stocktake and evaluating product availability.

The performance of the function is supported by routine administrative tasks such as:

- providing and receiving advice;
- liaison with individuals and organisations;
- managing committees and meetings;
- planning, reviewing and reporting; and
- developing policies and procedures.

Class no.	Description	Disposal action
5.0	INVENTORY MANAGEMENT	
5.1	Records of critical or historical significance documenting: <ul style="list-style-type: none"> • construction of inventory (i.e. crypts, grave foundations or cremation memorials etc.) - includes; approved design documentation (drawings, plans, specifications etc.), 'as built' documents which may differ from the design approved documents etc.; and • dis-establishment of inventory (crypts, graves or cremation memorials etc.) – includes; approved proposals, liaison with Holder of Right where remains are interred or inventory has been pre-purchased; and Holder of Right instructions. 	PERMANENT Retain as State Archives

5.2	Records of long term administrative value: <ul style="list-style-type: none"> major repair or maintenance on inventory such as crypts, vaults, niche walls etc. – includes; safety audits, reports, proposals, specifications, plans, agreements. 	TEMPORARY Destroy 50yrs after last action
5.3	Records of significance documenting: <ul style="list-style-type: none"> planning, development and evaluation of inventory for sale – includes; research, community consultation, business plans, schedules of work, evaluations, statistics etc.; routine maintenance of inventory – includes; maintenance schedules and plans, audits, agreements etc.; and calculation and gazettal of fees and charges – includes; calculations, justifications, proposals, research, submissions, approvals etc. 	TEMPORARY Destroy 15yrs after last action
5.4	Records documenting: <ul style="list-style-type: none"> routine operational administrative tasks supporting the function such as liaison with contractors, internal meetings, stocktake etc.; and inventory management activities not covered in 5.1, 5.2 & 5.3. 	TEMPORARY Destroy 7yrs after last action

6.0 MEMORIALISATION

The function of providing products and services to the community to commemorate and honour the lives of the deceased such as; monuments, tombstones, headstones, ledgers, plaques, cenotaphs, living memorials (flora species) or any other method of memorialising the deceased. Included in the function is: the regulation and supervision of external contractors to ensure memorials and monuments are installed and constructed to the required standards for their long term life and the safety of public visitors to the site; the preservation of historical monuments or memorials of people of public interest or significance such as parliamentarians, academics, early settlers, philanthropists etc.; and the management of relationships between the organisation and Holders of Right regarding maintenance and repair of memorials.

*For records relating to the interment or cremation of remains refer to **DISPOSAL OF REMAINS**.*

*For matters relating to the construction and management of inventory for memorialisation (vaults, crypts, grave foundations etc.) refer to **INVENTORY MANAGEMENT**.*

*For matters relating to the calculation and gazettal of fees and charges for memorial inventory managed internally (for example; granite, plaques, vases etc.) refer to **INVENTORY MANAGEMENT**.*

The function includes such memorialisation related activities as:

- selling and installing memorials;
- establishing or altering monuments or memorials;
- assessing and issuing monumental mason permit applications and authorisations;
- investigating and processing insurance claims;
- repairing or removing memorials;
- tendering and evaluating preferred suppliers of memorials;
- investigations and dis-establishment of limited tenure memorials; and
- cancelling and disposing of memorials.

The performance of the function is supported by routine administrative tasks such as:

- providing and receiving advice;
- booking and conducting appointments;
- liaison with individuals and organisations;
- managing committees and meetings;
- research and reporting; and
- developing policies and procedures.

Class no.	Description	Disposal action
6.0	MEMORIALISATION	
6.1	Records of critical or historical significance documenting: <ul style="list-style-type: none"> • summary details of memorials – includes; approved inscriptions, purchase approvals, date installed, date purchased, cancellation date, date removed, collection date, pre-paid financial details (total amount paid, date of final payment, date purchase taken up), details of changes or replacements in the event of species changes for horticultural objects, Holder of Right instructions regarding 	PERMANENT Retain as State Archives

	<ul style="list-style-type: none"> memorials; removal of memorials– includes; investigations, material analysis reports in instances of the presence of hazardous substances (i.e. asbestos), liaison and notification to Holder of Right, successful applications and approvals to remove memorials deemed unsafe where no Holder of Right can be located or the Holder of Right is unwilling to repair the memorial; dis-establishment of limited tenure memorials – includes; Holder of Right investigation notes, advertisements, liaison with Holder of Right and Holder of Right instructions etc.; preservation of memorials of figures of public interest (state and national) – includes; investigation and liaison with Holder of Right, successful proposals, successful grant funding applications and approvals, details of agreed and approved works, Holder of Right instructions; and species registers for flora objects available for sale (i.e. roses, trees, shrubs etc.) where the registers are used to replace memorials like for like or match species as close as possible should the original species no longer be suitable or available; and master set of policies and procedures. 	
6.2	<p>Records of long term administrative value:</p> <ul style="list-style-type: none"> administration of monumental mason permits – includes; applications, authorisations, permits, revocation of approvals, specifications, disputes etc.; maintenance of memorials – includes; Holder of Right liaison, Holder of Right instructions, successful proposals and approvals, specifications, grant funding, insurance claims etc.; and preservation of memorials of figures of public interest (state and national) – includes; Holder of Right investigations, liaison with Holder of Right, proposal development, development of grant funding submissions etc. 	<p>TEMPORARY</p> <p>Destroy 50yrs after last action</p>
6.3	<p>Records of significance documenting:</p> <ul style="list-style-type: none"> calculation and gazettal of fees and charges – includes; calculations, justifications, proposals, research, submissions, approvals etc.; and insurance claims that are part of ongoing disputes – includes; claim application, supporting photographs and documents, liaison with insurance companies and Holders of Right, settlement, claim acceptance etc. 	<p>TEMPORARY</p> <p>Destroy 15yrs after last action</p>
6.4	<p>Records documenting:</p> <ul style="list-style-type: none"> routine operational administrative tasks supporting the function such as; standard insurance claims, liaison with memorial suppliers, daily order sheets etc.; and memorialisation activities not covered in 6.1, 6.2 & 6.3. 	<p>TEMPORARY</p> <p>Destroy 7yrs after last action</p>

7.0 EPHEMERAL DOCUMENTS

Ephemeral documents refers to information that is temporary, transitory in nature and of short term value; once it has served its purpose there is no further need or value in keeping the information any longer. Their authorised destruction is often referred to as Normal Administrative Practice (NAP), which is the routine destruction of temporary material that is facilitative, duplicated, acquired or collected by employees during the course of their duties.

The below list is not finite but contains examples of ephemeral and transitory documents which may be routinely disposed of:

Brochures

External brochures both solicited and unsolicited regarding goods and services.

Calendars and diaries – personal

Any calendars (i.e. desk, Outlook etc.) and office diaries where no entries pertaining to work activities have been recorded.

Contact Lists

Reference set of directories, addresses and contact lists, including directories and lists produced by the agency, other agencies and organisations or suppliers.

Copies

Any documents that are copies or duplicates of an original created for reference, where another copy can be obtained from the original if needed.

Drafts

Drafts of documents, such as reports, business cases, correspondence etc. where the draft contains only formatting, grammar and spelling corrections and of which a final draft has been produced.

Reference material

Material that has been collected and utilised for reference where the original information has been created and produced by another organisation. For example, research papers, articles, textbooks, website printouts etc.

Manuals and instructions – superseded

Superseded manuals and instructions produced both internally and by external organisations where a master set has been kept.

Transitory messages

Messages of minor importance, the sole purpose of which was to provide information of temporary, short-term value or information already recorded and available in an acceptable medium (paper based or electronic) elsewhere in the agency. For example, message slips to return phone calls are considered of short-term value with no further use once it has served its purpose.

Working documents

Rough notes and diagrams which have been used to assist in the preparation of other documents such as reports, correspondence, business cases etc. where they have been incorporated into the document.

Appendix A

Class B Cemetery Trusts: Permanent Records

Permanent value records refers to records that are of high value to the industry, the community and the State of Victoria in perpetuity.

Records of Class B Cemetery Trusts of permanent value must be transferred to the Public Record Office Victoria for retention as State Archives once they are no longer actively required to assist in the delivery of cemetery and crematoria functions.

Permanent value records must not be destroyed.

The below list is not finite but provides examples of records that may be created and maintained by Class B Cemetery Trusts which are of permanent value to the industry, the community and the State of Victoria.

1.0 GOVERNANCE

Cemetery Trust Meetings

Master Set of: Agendas, Minutes and Papers for Trust meetings and Committees required under the Cemeteries and Crematoria Act.

Policies and procedures

Master set of all policies and procedures of the Trust which are not documented in the Minutes.

2.0 CEMETERY STRUCTURES

Design

Final "As Built" design documentation for Cemetery Structures for the disposing or interring of remains (drawings, plans, and specifications).

Honouring and naming

Requests and approvals to use the name of persons of public significance and interest (e.g. saints, parliamentarians, academics, philanthropists etc.).

Decommissioning or removal of structures

Revocation of approvals and records of liaison with Holders of Right (if applicable).

3.0 DISPOSAL OF REMAINS

Details of Deceased and Burial Locations

Records of deceased and interment: burial registers, location registers, receipt books, deed stubs, authorisations to dispose of remains (i.e. inter or cremate), personal details of deceased as required by the Cemeteries and Crematoria Act, type of disposal, date of disposal, location and depth of remains, interment position, return depth, exhumation details if applicable.

Rights of Interment (ROI)

Records of Right of Interment: personal details of Holder of Right (HoR), applications, transfer of HoR, Statutory Declarations declaring ROI ownership, cancellations, relinquishments, disputes, cancelled deeds, pre-paid financial details.

4.0 LAND MANAGEMENT

Plans and drawings of cemetery and crematoria lands

Master set of cemetery maps, grave location maps, horticultural species maps, aerial site photographs.

Reclaiming unexercised Rights of Interment (ROIs)

Final investigation reports, successful applications and Ministerial approvals for reclaiming unexercised ROIs.

Reservation of land for faith, religious or cultural groups

Final agreement between the cemetery and faith, religious or cultural group and distribution map marking out the land to be allocated to that particular group.

Overlay registers and approvals

Final approvals and permits from the relevant regulatory body to alter or remove areas or objects that are covered by overlays.

5.0 INVENTORY MANAGEMENT

Construction of inventory – crypts, vaults, grave foundations etc.

Final agreements, approved plans, drawings and specifications and ‘as-built’ documentation.

Dis-establishment of inventory – crypts, vaults, grave foundations etc.

Final: proposals and approvals to dis-establish or rejuvenate existing inventory; liaison with Holders of Right (if applicable); and Holder of Right instructions regarding the inventory.

6.0 MEMORIALISATION

Memorial details

Approvals, installation date, changes or replacements, and Holder of Right instructions.

Removal of memorials

Investigation reports, liaison and notification to the Holder of Right, applications and approvals to remove memorials deemed to be unsafe in nature where no Holder of Right can be located or the Holder of Right is not willing to repair the memorial.

Dis-establishment of limited tenure memorials

Holder of Right investigation notes, advertisements to locate Holder(s) of Right, liaison with Holder of Right, Holder of Right instructions regarding the memorial(s).

Preservation of memorials

Proposals to repair or preserve memorials of public figures that have contributed to the Victoria; investigations and liaison with the Holder of Right; agreed and approved works; and Holder of Right instructions.

Species registers

Master Set of: species registers of horticultural objects (such as trees, roses, shrubs etc.) and their locations.

END OF DOCUMENT