

*Fairview Cemetery  
Preservation Association  
P.O. Box 5958  
Santa Fe, New Mexico 87502*



*Fairview Cemetery  
Physical Location  
1134 Cerrillos Rd.  
Santa Fe, New Mexico*

<http://www.fairvi>

[ewcemeterysantafe.org/](http://www.fairviewcemeterysantafe.org/)

## **FAIRVIEW CEMETERY PRESERVATION ASSOCIATION**

### **POLICY / PROCEDURE: 16-06**

#### **CEMETERY RECORDS MANAGEMENT**

1. This Policy / Procedure shall be the binding process for the management and maintenance of the hardcopy paper and electronic records of Fairview Cemetery and the Fairview Cemetery Preservation Association.
2. Any deviation from the policies and procedures outlined herein must be approved by the president of the association or a majority vote of the Board of Directors (the Board) of the Fairview Cemetery Preservation Association (FCPA). This Policy / Procedure may be changed or amended only by formal majority vote of the Board of the FCPA. Any such change or amendment shall be in writing and shall be published and added to this Policy / Procedure.
3. The responsibility for the physical custody and management of the burial, plot, and other records of the Fairview Cemetery shall rest with the FCPA Board of Directors. The Board shall ensure that the Cemetery records are maintained in a secure, climate-controlled environment at all times.
4. Burial records shall be updated upon interment. The following records shall be updated as indicated:
  - a. Alphabetized burial records (Black Books, top shelf) shall be updated upon interment. The record shall include:
    - i. Name of decedent
    - ii. City and state of residence
    - iii. Age
    - iv. Sex
    - v. Date of birth, death, and interment
    - vi. Section, Lot, Grave, and Quarter where the individual is interred.

An electronic copy of the record, as well as a photo of the headstone, shall be forwarded Board Member Ray Kersting at the New Mexico History Museum for inclusion in the electronic burial record databased maintained by the Museum.

- b. Property Books (Red Books, by Section) also shall be updated with burial information. The books shall be updated by recording, in the lower half of the page, the name of the interee in the correct grave number and quarter number, if applicable. (Note: The Red

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Books are based upon full grave sites and do not always lend themselves to recording interment of cremains in the quarter sections of grave sites. In this case, use the reverse side of the page or staple a page to the record containing the necessary detail.)

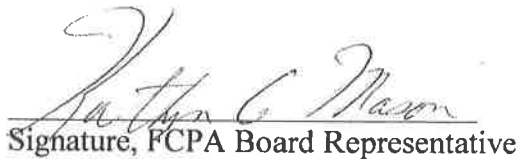
- c. Deed Books, Alphabetical
  - d. Deed Books, Numerical
  - e. Roster (located in Kiosk)
  - f. Tombstone Book (not currently on-hand)
5. Records of grave site plot sales and ownership shall be maintained in accordance with the applicable Policy / Procedure.
6. To the maximum extent possible, electronic records shall be made and maintained of all hardcopy paper records of Fairview Cemetery. Board members shall ensure that, as hardcopy paper records are updated and maintained, corresponding electronic records are also updated.

APPROVED:

  
Signature, FCPA President

5.19.2017  
Date

Michael Mulligan  
Printed Name

  
Signature, FCPA Board Representative

5/20/2017  
Date of FCPA Board Approval

KATHRYN C. MASON  
Printed Name