

**645—100.11 (156) Records to be retained by a funeral establishment.** To ensure a permanent record of the licensed activity relating to the custody of each decedent, each funeral director shall create and the funeral establishment shall maintain the records identified in this rule. Funeral directors and funeral establishments shall comply with the rules adopted by the department of public health under Iowa Code section 144.49.

**100.11(1)** At a minimum, the following information, if applicable, relating to each human remains which enters the custody of the establishment/licensee shall be maintained as the permanent record of licensed activity:

- a.* Name of the deceased;
- b.* Date, time, and place of death (institution or other place, city, state, zip);
- c.* Name and address of the person or funeral establishment to whom the dead body or fetus is released;
- d.* Date and from whom the funeral director assumed custody, including the name of the institution or other place of death releasing the dead human body or fetus;
- e.* Date, time, and name of the licensed funeral director or registered intern completing embalming or other preparation for final disposition;
- f.* Date, place and method of final disposition of the dead body or fetus.

**100.11(2)** Each funeral establishment shall create and maintain the following records for a period of ten years:

- a.* General price list required by the funeral rule, beginning on the most recent effective date;
- b.* Each completed statement of goods and services required by the funeral rule, beginning on the date the statement is signed;
- c.* Cremation records (see 645—100.10(156));
- d.* Embalming records;
- e.* Each preneed contract (pursuant to Iowa Code chapter 523A), beginning on the date of death.

**100.11(3)** The funeral records maintained by the funeral establishment as required in 100.11(1) and 100.11(2) shall be made available by the manager, funeral director or owner of the funeral establishment to:

- a.* Any person or entity assuming a new ownership interest or any person newly assuming the position of manager, at least ten days prior to a change in ownership or manager, unless otherwise mutually agreed upon by the parties;
- b.* Any licensed funeral director who practiced funeral directing while under the employment of, or while acting as an agent of, the funeral establishment; and
- c.* The state registrar of vital statistics and the board.

**100.11(4)** In the event a funeral establishment ceases to do business, the owner or manager of the funeral establishment shall identify the person or entity which will be responsible for records to be maintained by a funeral establishment as required in 100.11(1) and 100.11(2). The funeral establishment shall notify the board if funeral records are moved from the funeral establishment to another location and identify the person responsible for their safekeeping.