



## Ohio Administrative Code Rule 4717-14-10 Record keeping.

Effective: January 6, 2018

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(A) Every funeral director and funeral home shall allow for inspection and retain all preneed records in accordance with rule 4717-13-01 of the Administrative Code.

(B) Every funeral director and funeral home shall store records of preneed funeral contracts in a secure location in an office or readily accessible computer located in the actual business and in a uniform manner that is readily available and can be promptly produced upon request by the board or an administrator of the fund.

(C) Every funeral director and funeral home shall keep and maintain, at a minimum, accurate accounts, books, and records.

(D) Where a preneed funeral contract is funded by an insurance policy, trust, or annuity, a funeral home or funeral director shall produce records relating to preneed funeral contracts within three working days upon request by the board.

(E) The accounts, books, and records kept by the funeral director or funeral home shall include the contents required pursuant to section 4717.32 of the Revised Code and the following:

(1) The dates and amounts of payments made and accepted;

(2) Copies of all agreements.

(F) It is the responsibility of a funeral director actually in charge to maintain compliance with this rule.

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