

Toolkit for Cemetery Restoration Process



Created and Compiled by Misti Spillman

Ohio History Service Corps

Local History Corps Member at the Ohio Historical Society



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Introduction

Cemetery restoration is not an easy process. It takes time and a lot of patience! When I restored my first cemetery, Howell in Montra, Ohio, I had no guide book or toolkit for me to read or follow along. Besides Lynette Strangstad's *A Graveyard Preservation Primer*, there are few books that provided in depth detail about restoration. This toolkit provides a broad range of information for anyone seeking to help an old, abandoned cemetery. By compiling all of this information, I hope that this toolkit explains and makes the process a little easier when restoring or researching a cemetery, and that it increases the appreciation of old cemeteries and history.

I. Documentation and Locating a Cemetery

An old cemetery will be easy to locate, either by researching or asking the county trustees what cemeteries need restoration. Getting permission from county officials will also be necessary before any work can be done. Township trustees administer a subdivision of the county and their duties include managing the township budget and financial records, preparing an annual report, approving township contracts, and maintaining cemeteries and burial grounds. Attending trustee meetings will be a fundamental part of introducing yourself and describing your project. Usually the trustees will decide during the meeting if they will give you permission or let you know within a couple of days. If the cemetery is on private property, getting permission might be more difficult because it is up to the land owners. A majority of people are really thrilled when someone wants to clean up a cemetery; however, there are some instances where people are not keen on the idea. Do not be discouraged if a cemetery does not work out. There are other ones, and it is always best to do the appropriate steps so it reflects well on you.

Once a cemetery is chosen the research is a priority to find out about the history. A good place to start is the county library and the local historical society. They should have the materials and sources needed to find out about a local cemetery. The main sources to research are listed below. These sources also concentrate on the individuals who are interred at the cemetery and the history of their lives. It is also important to talk to the people in the community. They may know information or other individuals who can help you. The secondary sources give a background on how cemeteries are restored and the do's and don't's of cleaning.

When you are researching, do not forget to explore and read the inscriptions in the cemetery. The gravestones are primary resources and can provide a lot of information that can help get you started. This includes names, family information, and symbolism on the gravestones. Do not underestimate the usefulness of the gravestones and keep a diary! This will help you keep track of everything and take notes.

A. Primary Sources

Index to Naturalization Records

Naturalization Records include names of citizens/settlers from a county during a time period, such as 1814-1906. The first settlers are listed in these records and it also includes the immigrant's place of birth, which helps established the origin of descent and history of people who are interred at the cemetery.

Portrait and Biographical Record (county the cemetery is in)

These records give an overall history of a county. It gives the dates of when towns were established and also lists cemeteries.

History of (county) and Representative Citizens

This book focuses on the development of the county and the establishments of towns. The book also focuses on prominent people during the given time period. Cemeteries are sometimes mentioned in these books, and they provide the year the cemeteries were established.

Index of Land Entries

This source includes all the land patents of a county. It also lists pioneers who founded the area. It gives the date of entry, location, date of deed, and the number of acres, including cemeteries.

Official Roster of the Soldiers of the State of Ohio in the war of the Rebellion 1861-1866 (Any veteran information if they are interred at the cemetery).

This roster provides a list of the members of the armed forces, often detailing their duties and time served. This source provides information on their lives before, during, and after the Civil War.

Maps and Atlas'

This book is an atlas and directory of a county. It has a detailed map of towns and villages. There are names on the map that indicated the owner of the land. This source provides information on the exact location of a cemetery and when it was founded.

Census Records

The Quadrennial Census enumerated male inhabitants, twenty-one years of age and up, residing in each township. This census provides the year a town was established. All the male pioneers were listed, including some interred at a cemetery that was founded early on.

County Survey and Atlas

These maps show the development of the town and the plot numbers of where buildings were built. There are several maps in a series and they show when a cemetery was established.

Newspaper Death Notices

These articles can provide the obituaries of pioneers who may be buried in the cemetery. A majority of obituaries go back as far as the mid 1850s.

Death Records

These records provide information on a person's demise and where they are buried. They also provide background information on the person's life.

Memorial Records

Memorial records give the location of where a person is buried in a cemetery. It provides a plot map of the cemetery. This is a great source when stones are broken or missing. It also gives you a total of people who are buried in the cemetery.

B. Secondary Sources

(These are suggestions but Strangstad's book is a must for beginners)

Lynette Strangstad. *A Graveyard Preservation Primer*. Nashville, TN: AASLH Press, 1988.

This book is an overview of historic burial grounds. Strangstad explores the concern of preserving old cemeteries, and the appropriate steps to take when starting research on a cemetery.

Michael Joseph Connolly. **"Protecting and Preserving Old Burial Grounds."** Boston: Massachusetts Historical Commission. 1983: 1-4.

This article outlines the importance of preserving historic cemeteries. It provides examples of how to restore damaged gravestones, and it gives a guide to conducting research. These guidelines are very useful on where to locate information on cemeteries.

Veronica Taylor. *Caring For Your Local Cemetery*. Springfield, Ill: Illinois Historic Preservation Agency, 1988.

This book focuses on what to do after preserving a cemetery. This book shows how to keep up maintenance on a historic cemetery, so it does not fall back into disrepair.

Teresa Lynn Martin Klaiber and Sharon Elaine Lapp Irby. *Guide to Cemetery Preservation*. Mansfield, Ohio: Ohio Genealogical Society, 1987.

This book was compiled by the Ohio Genealogical Society. Its focus is on the conservation of a cemetery after completing the research. It goes into detail on how to clean and preserve the stones.

Sharon DeBartolo Carmack. *Your Guide to Cemetery Research*. Cincinnati, Ohio: Betterway Books, 2002.

Carmack's book is dedicated to the task of locating information on an old graveyard. Carmack gives examples of where to find death and cemetery records. A section of the book is dedicated to identifying veteran's markers, which is an important resource for learning about burial customs of soldiers.

II. Creating a Plan for Restoring a Cemetery and Basic Guidelines

1. Put together a master plan

This should include an outline of everything you want to accomplish in the restoration process. The more detailed of an outline you have, the better chance you have of staying on task with everything.

Set goals on what you hope to accomplish with the cemetery. Do you want to stabilize, preserve, or restore the cemetery? Once these questions are answered, it will be easier to outline a project for your cemetery. Within that master plan you will need to:

- Get permission to work on cemetery
- Security awareness with law enforcement and neighbors to help with suspicious activity
- Survey and inventory the cemetery (Create a plot outline and map).
- Long term maintenance of cemetery after restoration is done. Will someone mow the cemetery?
- Funding if necessary (for a sign or anything else that might be necessary to restore cemetery).

2. Document the Cemetery

Take photographs of the cemetery before you start any work on it, especially the sections that are most damaged. Before and after photographs can be used as part of your portfolio when you restore other cemeteries in the future.

3. Inspect the gravestones

Inspect each gravestone in the cemetery. What work needs to be done to each one? Does it just need cleaned, repaired, reset, or all three? Make a priority list of the gravestones.

4. Inspect the landscape

Does the landscape need tended to? Make notes on what needs to be done and what equipment will be needed. The landscape varies with each cemetery. Creating a new map and plot outline will help out tremendously, not only for you, but for future researchers.

5. Create a list of needs that are a priority for the cemetery

This refers back to master plan but creating a priority list helps accomplish the tasks that need to be done first. A restoration may take longer than a summer (depending on the schedule of the individual), so the most damaged gravestones need to be dealt with first.

6. Treatment of gravestones and grounds

Make a list of the all materials you will need to fix the gravestones or grounds. Do research on the adhesive you will need, such as epoxy or mortar mix. Remember that sometimes not everything can be saved or fixed. Some gravestones are broken beyond repair and trying to fix them would only cause further damage.

7. Set up scheduled maintenance for cemetery grounds

After the restoration is complete, talk to the trustees about setting up a schedule for the cemetery to be mowed and cared for. It is part of their job to make sure the cemetery is cared for. This will preserve the hard work that was completed during the restoration.

8. See professional help with others and in workshops

Seeking professional help can only help you! Attending workshops keep you up to date on new equipment or procedures that are being practiced in the field. Do not be afraid to ask for help because a majority of people are willing to assist you.

9. Bring awareness to the community

Getting the community involved throughout the restoration is a great thing. Doing presentations and talking to people helps bring awareness to the importance of old cemeteries. When people know about your project they may want to help out, either by giving donations or helping with physical labor. Any community will help out, especially if it comes to preserving their history.

Once restoration begins, the following items and equipment are a must

III. Safety Equipment

- Gloves
- Cell phone
- Drinking water
- Insect repellent
- First aid kit
- Appropriate footwear and clothing
- Sunscreen and hat
- Safety glasses

IV. Site Cleaning Equipment

- Shovels, rakes, spades, trowels
- Weed eater
- Pruning shears
- Probes
- Weed killer
- Machete

V. Stone Cleaning Supplies and Equipment

- Water and ammonia

(1 part ammonia and 4 parts water to clean gravestones and this is the most cheapest and common way to clean them).

-Kodak photo-flo (1/4 oz to 5 quarts of water for cleaning). It decreases water surface tension and minimizes water marks and stains on the gravestones when they dry.

- Soft bristle brushes (Never use wire brushes!)
- Old containers (for mortar mixes and other supplies)
- Workbench, level, clamps

VI. How to Clean Stones

There are a different variety of gravestones that one will come across when restoring. The safest solution to use is water and the stones will not be damaged. If ever in doubt use water! The list below provides the different types of stones that are most commonly found. Always keep the stone damp, and use your soft bristle brush to wipe away dirt and lichens. Start from the bottom and work your way up the stone. A water hose would be great but might not be available. A water bucket will work just as well, but several trips will be needed to get more water. When I restored Howell Cemetery, I was on a low budget, and I used a soft bristle toothbrush. It takes a little longer but the gravestones look just as great. If there is more funding available, a drill with a nylon brush end works well with half the labor time. Cleaning the gravestones was one of the last tasks I completed. I fixed and reset all of the stones beforehand.



Slate- Used during mid 1600's to 1800's. The safest way to clean them is using clean water. (Photo courtesy of Misti Spillman, Beard-Green Cemetery, Newark, Ohio).



Sandstone- Used in 1800's. These types of gravestones deteriorate very quickly and must be handled with extreme care. Check the stone before cleaning. If it is in really bad condition, refrain from cleaning it and photograph the stone instead. The best solution to use is clean water. These stones rang from dark blond to different shades of brown. (Photo courtesy of Misti Spillman, Howell Cemetery, Montra, Ohio).



Limestone- Used in 1800's. These types of stones were white when they were installed, but over time they tend to turn grayer. It makes them harder to read over time also. The best remedy is clean water or ammonia with water (Photo courtesy of Misti Spillman, Howell Cemetery, Montra, Ohio).



Granite- Started use in 1800's. Granite is one of the most well preserved materials for gravestones and is still quite common today. Again, the best way to clean them is with clean water (Photo courtesy of Misti Spillman, Howell Cemetery, Montra, Ohio).



Marble- Used in 1800's and 1900's. Color was commonly white and easily weathered, which makes it hard to read. The best solution is either clean water or ammonia with water. (Photo Courtesy of Misti Spillman, Howell Cemetery, Montra, Ohio).

VII. Stone Repair and Resetting Supplies

All of the materials one would need for fixing stones, including mortar, adhesives, and other mixes can be found at www.bonstone.com. They even offer a stone repair kit which is amazing! It has everything someone would need when restoring a cemetery. Although it is quite expensive these items are a necessity to have. I did fundraising and accepted donations when I restored Howell Cemetery. I needed the epoxy adhesive and other materials. This is the expensive part of the restoration when getting the materials needed to fix the gravestones. It is a good investment, even if one has to put their money towards these items. For fixing stones I used a fast set extreme epoxy from Bonstone. This material handles below freezing temperatures and works well with freeze thaw. It sets very quickly especially in warm weather! It is also moisture tolerant. It works really well and I highly recommend it.

Other Supplies:

- Sand and pea gravel
- White Portland cement
- Hydrated lime

All of these items will help when resetting stones. The mortar mixes are listed below.

VIII. Mortar Mixes

Slot Mix- This is for putting a gravestone back into its original base.

-1 part white portland cement

-4 parts hydrated lime

-8 parts clean sand

Stack Mix- When resetting a larger monument

-1 part white portland cement

-3 parts hydrated lime

Void Mix- To fill in cracks after broken stone is fixed

-2 parts white portland cement

-4 parts hydrated lime

-7 parts stone dust



IX. Resetting Gravestones in their original bases

Make sure the foundation is compacted with sand and gravel. The base should be buried at ground level. Use the slot mix to rejoin the gravestone with the base. You can use plastic shims to support the broken stones. If there is no base one can be made from creating a molding box. Even when you are resetting dies, make sure the surfaces are clean so they adhere better. Stack mix with rolled gray putty helps keep the dies in place when you are resetting them. Plastic shims will also help keep things in place. I have recently learned about using the plastic shims from a workshop and they work really well (Photo courtesy of Misti Spillman, Howell Cemetery, Montra, Ohio).



X. Fixing Broken Stones



Trying to fix broken gravestones is like putting a puzzle together. Before permanently rejoining pieces, make sure they all fit together. There might be pieces that are no longer existing, but try to make the gravestone intact as much as possible. If there are areas that are void, then you can fill it in after fixing the stone. Make sure to clean the stone where the adhesive will be so a stronger bond is made. Using alcohol and acetone will help with this. Be careful not to over apply the mix to the stones. Any extra will come out and will require cleaning the gravestone by using a wet sponge to wipe off excess before it sets up. Clamps are a great tool to use to apply pressure and help the stone set after rejoining it. After it is set then you can use the void mix to fill in any cracks to block moisture from getting in the gravestone (Photos courtesy of Misti Spillman, Howell Cemetery, Montra, Ohio).

XI. Photographing the Cemetery and Reading the Gravestones

It is important to document the cemetery before and after completing the restoration. Taking black and white pictures of the gravestones also shows up a lot better when trying to capture any words or symbolism on them. A variety of pictures and angles will always help when showing your photographs to other individuals. It is hard to read some of the older gravestones; however, there are techniques to use to help with this process. Grave rubbings can reveal some information on the stones. Rubbings should be done very carefully and it is time consuming. You do not want to damage the stone in the process. If the stone is crumbling or not in the best shape **do not** attempt to do a rubbing of it. The supplies you will need to do a grave rubbing are: rice paper, masking tape, bristle wood brush, and blocks of rubbing wax. A lot of the materials can be found at craft stores and a beginner's grave rubbing kit is offered online for only \$20. Use the bristle brush to clean the stone of any dirt or lichens. Cut a piece of the rice paper to over fit the gravestone (you can always trim the paper later) and use small pieces of masking tape to secure the rice paper. Hold the wax at an angle and start in the upper corner of the gravestone. Do not apply a lot of pressure. Slowly go over the gravestone with the wax. Once the rubbing is complete you can go over the stone again if you want the rubbing to be darker. There are a variety of wax colors to choose from. Just remember to be careful- this is someone's gravestone! When done properly, grave rubbings can show artwork and one can read inscriptions better. Another way is to use mirrors to reflect the sunlight on the gravestones. This creates a shadow which makes it easier to read the stones. The best time to do this is in the afternoon. The best thing about using mirrors is that the gravestone will not be damaged in the process.

XII. Probing the Cemetery

Old cemeteries will have overgrown gravestones. If a gravestone has broken, over time the grass will grow over the pieces. Flat markers can also be taken over by the grass if it is not trimmed. A lot of missing stones have been discovered by probing a cemetery. A metal rod, or even a wire coat hanger, can be used to probe an area to locate broken stones that have been covered by grass. This is an easy way to locate missing stones or graves.

XIII. Symbolism

Below are some symbols that are most commonly found in old cemeteries. Once I restored Howell Cemetery, I became very interested in symbolism and how it changed over time. I found an open book, hands shaking, a lamb, and a rose. These images had a purpose and meaning on why they were put on a gravestone. Certain symbols might provide more clues about someone's personal life, ideals, and associations. It is a vast amount of information at our fingertips.

1. Angel-Messenger or guide to heaven

2. Anchor-Symbol of hope
3. Open book-Representing a Bible, reviewing the person's life, registering the person's name for afterlife
4. Closed book- Completed life or represents a Bible
5. Bird-Peace or messenger from God
6. Cross with Crown-Victory over death
7. Draped Urn-Crying towel draped over the urn and sorrow
8. G.A.R- Grand Army of the Republic
9. Finger Pointing Up-Soul has risen to heaven
10. Finger Pointing Down-God reaching down
11. Ivy-Immortality
12. Lamb-Innocence, associated with children
13. Rose-Longevity and beauty
14. Shaking Hands-Farewell or greeting from God
15. Weeping Willow-Grief and sorrow
16. Weeping Woman- Mourning

XIV. Obtaining a Gravestone for a Veteran

Outline for receiving Headstone

1. Research on Eligible Veteran and provide proof of his service. This usually includes applying to receive their complete compiled military service records (CMSR). The minimal cost is \$25 and is a partial of their records. You will receive them in 60 to 90 days. Pension records can be ordered for Revolutionary soldiers. The National Archives provides this service since military records do not exist with veterans of the Revolutionary War. It is also great to find their birth records but the further you go back the harder it will be to obtain this. The more documentation you have proving they are a veteran the easier it will be to obtain the headstone. Take a photograph of the unmarked grave and send it with your materials.
 - A. Complete CMSR (Compiled Military Service Records) minimal cost in \$25 and takes 60 to 90 days to process
 - B. Copy of birth certificate (Health Department)
 - C. Proof it is an unmarked grave (Photograph)
 - D. Find out unit, arm served, rank, state served and dates served
2. Give to landowners (older cemetery), which are trustees or Cemetery officials. You can fill it out if you are representing the NOK (Next of Kin) and they have given a written statement allowing permission to obtain a gravestone. If you are representing Next of Kin, signatures are still needed from the trustee and the place you want the headstone delivered. The best option is ask your local veterans office director for assistance. Ask them if the stone can be delivered to their

residence since it is a justified address and they are working for the government. The trustee and director will need to sign the document, which is the VA form 40-1330. If the headstone will be delivered to the trustee then just their signature is needed. Again, the more documentation and proof, the easier it will be for the government to approve your application. You can also ask the veterans service to donate money for the installation of the marker, mainly the footer. Funeral homes have also volunteered to pay for the footer to be installed.

- A. Fill out VA form 40-1330 and either fax, mail or order online
- B. Address is Memorial Programs Service (41A1) Department of Veterans Affairs 5109 Russell Road Quantico, VA 2213403903
- C. Government will furnish headstone but will not pay for installation of marker.

Reminders:

To apply for a government furnished headstone or Marker:

-A completed VA Form, 40-1330, Application for Standard Government Headstone or Marker, accompanied by documentation of the veteran's honorable military service must be submitted, including the DD-214 military discharge documents (the DD-214 is for more current veterans. There will not be any discharge documents for Revolutionary War veterans).

A. Eligibility: Pre-World War I veterans who served honorably are authorized a Government headstone or marker if their grave is currently unmarked. A grave is considered marked if a monument displays the decedent's name and date of birth and/or death, even though the veteran's military data is not shown.

B. Military Documentation Required for Pre-World War I Veterans: Proof of military service prior to World War I requires detailed primary documentation, such as Compiled Military Service Records (CMSR), extracts from official State files, federal pension documents or land warrants, to be considered for a Government-furnished headstone or marker. Secondary or excerpted data posted on the internet will not be accepted. The more primary documentation you have the better!! If these requirements are not met the government will discard your application! Start at your local historical society and VA office. They will have a lot of information pertaining to veterans before WWI. The Health department will also help with finding birth/death certificates. The federal pension records will be harder to find and may have to contact the National Archives and Records Administration in Washington, D.C. However, seek any other outlets before going to the government because the process will take longer.

The National Archives and Records Administration will send copies to you on the veteran's pension; however, the CMSRs are \$25 and it takes 60 to 90 days to receive them. A complete file usually costs \$75 but most of the information will be found in the partial file for \$25. Check the archives website for changes.

<http://www.archives.gov/veterans/military-service-records/pre-ww-1-records.html>

The Code of Federal Regulations (CFR) 38.632 “Headstone and Marker Application Process” became effective on July 1, 2009. This regulation describes the processes required to apply for Government-furnished headstone and marker.

The Federal law define “applicant” for purposes of applying for a Government headstone or marker as the decedent’s next-of-kin (NOK); a person authorized in writing by the NOK; or a personal representative authorized in writing by the decedent. The following ordered list defines the NOK for the purposes of determining who may apply for a headstone or marker:

- a) Surviving Spouse (including common law)
- b) Children by age (18 and older)
- c) Parents-biological, adoptive, step, foster
- d) Brothers/Sisters (including half and step)
- e) Grandparents
- f) Grandchildren
- g) Uncles/Aunts
- h) Nieces/Nephews
- i) Cousins
- j) Other lineal descendents ***There is a loop hole for non relatives***

Under this new rule, any individual authorized in writing by the descendant’s NOK may apply for a Government headstone or marker. If someone other than the NOK is applying for the headstone or marker, the application package must include a written statement signed by the NOK or the decedent, authorizing that person (the applicant) to apply for the headstone.

*For Pre-World War I Veterans, the VA will also accept applications from cemetery officials since they generally are authorized to represent the decedent or the NOK. When a cemetery is historic and/or does not have officials that are responsible for the administration of the cemetery, then the landowner may be the applicant (If trustees are in care of the cemetery then contact them about getting a headstone. They will have to sign for the paperwork in order for the government to prove it). It is a lot easier to go through the trustees or landowner than trying on your own to get headstone!

The website below explains the regulation.

<http://www.cem.va.gov/hm/hmqa.asp>

One can obtain the VA form 40-1330 from veteran’s services offices, funeral homes, cemeteries, or a VA National Cemetery. The form is also available online.

http://www.cem.va.gov/cem/hm_hm.asp.

They can be faxed to 1-800-455-7143 or they can be mailed (If given an option it is better to fax the materials).

Memorial Programs Service (41A1)
Department of Veterans Affairs
5109 Russell Road
Quantico, VA 22134-3903

You can also order online at eservices.archives.gov/orderonline

C. *Important Reminders*

Signatures Required!

-The person responsible for the information on this form signs in block 17; the person agreeing to accept delivery (consignee) in block 22, and the cemetery or other responsible official in block 24. If there is no official on duty at the cemetery, the signature of the person responsible for the property listed in block 21 is required. Entries of "None," "Not Applicable," or "NA" cannot be accepted. State Veterans' Cemeteries are not required to complete blocks 17, 18, 22 and 23.

Transportation and Delivery of Marker

-The headstone or marker is shipped without charge to the consignee designated in block 19 of the application. The delivery will not be made to a Post Office box. The consignee should be a business with full delivery address and telephone number. If it is not a business explain fully in block 27. For deliver to a Rural Route address, you must include a daytime telephone number including area code in block 20.

Installation

-The Government is not responsible for costs to install the headstone or marker in private cemeteries. Contact the local township trustees, veteran's services office and historical society to help out with fundraising for base and installation.

Assistance Needed

If there are any questions contact the Applicant Assistance Unit at 1-800-697-6947 or email at mps.headstones@va.gov

It is also important to remember Ohio Revised Codes when trying to get a headstone and you are **not** the NOK. It can be difficult to not have family connections to the veteran. These revised codes may help you obtain a headstone if you are having trouble with the process, especially **5901.34**

D. Ohio Revised Codes

317.25-Records of Soldiers' Graves

The county recorder shall be the custodian of all records which are provided for the county and furnished under the laws of this state, providing for the registration of the graves of all persons who served in any war in which the United States had a part and who were honorably discharged from the United States Army, Navy, or Marine or nurse corps. The recorder shall provide the necessary and proper equipment to preserve and protect such records and they shall be available for public examination at all times.

On proper request from any duly constituted and authorized veterans' organization, providing such request is made at least thirty days prior to Memorial Day of each year, the recorder shall furnish such organization a list of all veterans' grave locations within the county, giving the name, section, lot and grave number or location in the cemetery, as designated by the request.

Effective 07-20-1984

5901.32-Veterans' Services Commission

Upon Securing the report and statement of expenses as provided by section 5901.27 of the Revised Code, the board of county commissioners shall transcribe in a book to be kept for that purpose, all the facts contained in the report concerning a deceased veteran, and shall certify the expenses thus incurred to the county auditor, who shall draw a warrant for those expenses upon the county treasurer, to be paid from the county fund to such persons as are designated by the board. Upon the death of any indigent veteran residing within the county at the time of death and the burial of the indigent veteran or the indigent veteran's cremated remains, the board shall make application to the proper authorities, under the United States government, for a suitable headstone, as provided by act of congress, and shall cause it to be placed at the grave of the deceased veteran or the deceased veteran's cremated remains.

Effective 08-050-1998

5901.34-Permanent Markers and Temporary Memorial Day Markers for Graves of Veterans

The board of county commissioners shall, upon the petition of any five veterans of any township or municipal corporation in its county, procure for and furnish to the petitioners a suitable and durable marker for the grave of each veteran buried in the limits of the township or Municipal Corporation. The name of the veteran and the company, regiment, or other command in which he served may be inscribed upon the marker. The marker shall be placed on the grave by the petitioners for the purpose of permanently marking and designating the grave for memorial purposes. The board may also provide a temporary Memorial Day marker for each veteran's grave within the limits of the county, upon the petition of any Memorial Day association or veterans' organization having charge of Memorial Day ceremonies conducted within the ceremony where veterans are

buried. The board shall provide for the payment of the necessary expense of placing and setting such permanent and temporary markers. The petitioners shall state in their petition the names of veterans buried and the number of such graves in their township or Municipal Corporation at the time of petitioning, and shall describe the form and characters of the markers which they desire to have placed at such graves.

Effective Date: 07-22-1994

5901.17-Expense for Care of Graves

On and after the interment of the remains of one or more deceased veterans in a veterans plot, the reasonable expenses of the care of the grave shall be annually provided for by the municipal corporation or township in which the remains are buried, and shall be paid annually to the cemetery association in which the remains may be interred, removed, or reinterred.

Effective Date: 07-22-1994

E. Inscription Information

Mandatory Items of inscription at Government expense are: Legal Name, Branch of Service, Year of Birth, and Year of Death. Branches of Service are: U.S. Army (USA), U.S. Navy (USN), U.S. Air Force (USAF), U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), and by exception, U.S. Army Air Forces (USAAF), and other parent organizations authorized for certain periods of time. Optional items may be included if desired. These include month and day of birth in block 5A, month and day of death in block 5B, highest rank attained in block 7, awards in block 9, war service in block 10, and emblem of belief in block 12.

XV. Conclusion

The process of restoring a cemetery is not an easy one. When I started the process, I had no reference to go to. A toolkit would have helped me tremendously. The creation of this toolkit is to help anyone who wants to take on the challenge of cemetery restoration and serve as a guide for them. My goal is make the restoration process a little easier and give access to information that can benefit the cemetery enthusiasts. I believe creating this toolkit was a great place to start.