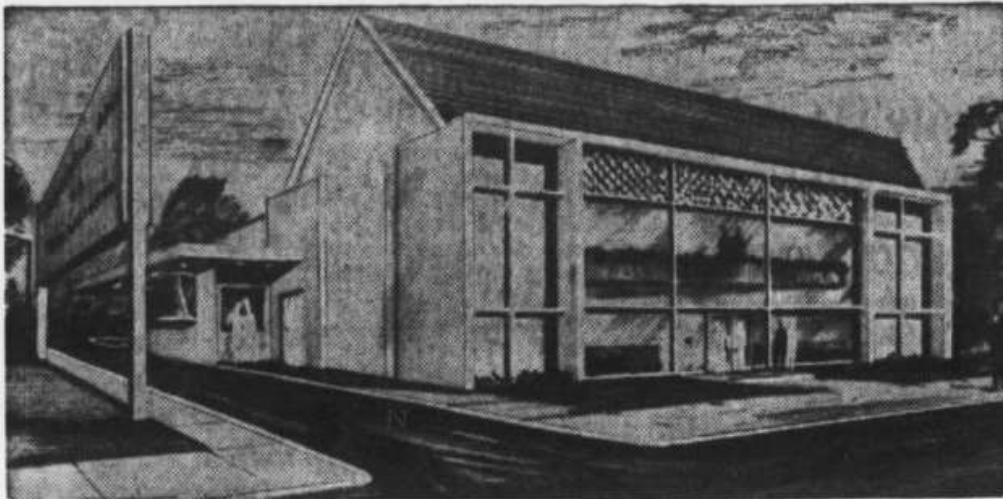


More on Deal Funeral Home & Retention of Mortuary Records

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Evening star  
Sun, May 12, 1963 Page 44

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**Industrial Bank Plans First Branch**

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Industrial Bank of Wash-  
ton, which ranks as one of the  
Nation's oldest and largest  
banks owned and operated en-  
tirely by Negroes, announced  
plans for remodeling a build-  
ing at 4812 Georgia avenue  
N.W., as permanent quarters  
for its first branch.  
A new front of solar bronze  
glass capped by an aluminum  
solar grille, will make the new  
bank office an attractive addi-  
tion to Georgia avenue section.  
The branch, which has been  
operating alongside its perma-

nent site in a mobile home, will  
have a spacious lobby, with  
eight teller windows, a drive-in  
window, a night depository,  
large safe deposit facilities and  
an over-sized reinforced con-  
crete and steel-lined vault.  
Offices for the bank's presi-  
dent, B. Doyle Mitchell, as  
well as the branch manager,  
secretaries and new accounts  
clerk will be on the first floor.  
Four other offices will be on  
a balcony overlooking the lobby.  
The bank's bookkeeping and  
transit departments will occupy

the second floor and will be  
equipped with Postronic and  
other modern bookkeeping  
equipment. There will be a large  
assembly room for use of civic  
groups. Architect for the re-  
modeling is Robert P. Madison  
and the general contractor is  
E. A. Baker Co. The bank made  
sure that a fair employment  
paragraph was inserted in the  
building contract. It prohibits  
any discrimination in employ-  
ment against any citizen be-  
cause of race, color, religion or  
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Below, Virginia Administrative Code for Retention of Mortuary Records:

## Administrative Code

[Table of Contents](#) » [Title 18. Professional And Occupational Licensing](#) » [Agency 65. Board of Funeral Directors And Embalmers](#) » [Chapter 20. Regulations Governing the Practice of Funeral Services](#) » [Part VIII. Pricing Standards and Forms](#) » 18VAC65-20-700. Retention of documents.

[← Section →](#)

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### 18VAC65-20-700. Retention of documents.

A. The following retention schedule shall apply:

1. Price lists shall be retained for three years after the date on which they are no longer effective;
2. Itemized statements shall be retained for three years from the date on which the arrangements were made; and
3. Embalming reports shall be retained at the location of the embalming for three years after the date of the embalming.

B. The manager of record shall be responsible for retention and maintenance of all required documents.

C. Documents shall be maintained on the premises of the funeral establishment and made available for inspection.

D. In instances where the funeral establishment is sold, documents shall be transferred to the new owner, unless the existing firm is relocating to a new facility. The new owner shall retain transferred documents in accordance with the provisions of this section. When transferred documents include preneed contracts, the documents shall be retained and maintained in accordance with the provisions of the Code of Virginia and regulations of the board.