

Cedar Fort Cemetery Work Project

15 February 2018

To: Harry Draper, Councilman over Cemeteries

Project Title: Map Consolidation

Purpose: There are 5 versions of the Cedar Fort main cemetery map that have been used by various individuals working with the cemetery over the years. The maps need to be consolidated into one database.

Process: The proposed process is to have all 5 maps spread out in one room with a two-person team reviewing each map. A lead person would call out the information as recorded in the spreadsheet file and each of the teams will report – either agreement or disagreement. If there are any disagreements, the issue will be resolved or noted on the spreadsheet and reviewed later. After all information has been reviewed, the spreadsheet will be the master database. The maps will be archived with the most recent and complete map being used for future reference.

The teams will sign a roster stating that they reviewed the maps and agree with the findings as recorded. This will ensure that the database is as accurate as possible. The maps will be archived with and archival date for reference.

With the above proposed procedure, 12 people will be needed for the project. It is possible to have 6 people, using only one person per map, but there would be no double-checking. I recommend a full team, so we have the most correct data.

Date, Time and Place: The proposed dates are **March 3 and/or 10** starting at **9AM**. Estimated time is 4-6 Hours (1,290 plots @ 10 sec. ea. = 3.5 hours). It should be done at the **town hall**.

We can post for volunteers or just ask people. This is a vital project and will require a commitment on the part of each of the volunteers to ensure the accuracy of the data.

Please let me know how you would like me to proceed.

Respectfully,

Howard Anderson

Cedar Fort Cemetery Sexton