



## VITAL RECORDS NEWSLETTER

SEPTEMBER 2024

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## REMINDERS

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- Make sure you have the most updated versions of the vital records staff listing and any vital records forms.
- All stakeholders must use their own username and password to access the DAVE system. Never share a user.
- Notify DRVS when a staff member is no longer working for your city or town/establishment/facility or if you have updated your e-mail or mailing address.
- Keep completed forms used to create vital records or copies of vital records away from public viewing.
- Keep your safety paper locked and secured when leaving each day.
- Only allow access to your vault or place you store vital records to those who are authorized to issue them.
- Read the portions of the vital records manuals, training materials, and monthly newsletters which are provided on the DRVS website.



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## UPCOMING TRAINING FOR MUNICIPAL CLERKS

MTCCA's Vital Records Webinar sponsored by the Maine Town & City Clerks' Association will be held on Wednesday, December 11, 2024, from 9:00 am to 4:00 pm. This will be a Zoom webinar only. If you have questions, please get in touch with the Educational Services Office at (800) 452-8786 or (207) 623-8428 or [training@memun.org](mailto:training@memun.org)



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## UPCOMING MEETING FOR SEXTONS & MUNICIPAL CLERKS

### 87th Annual Meeting and Conference



Wednesday, October 22, 2024  
Freeport Hilton Garden Inn



Maine Cemetery Association  
87th Annual Meeting &  
Conference

**WEDNESDAY, OCTOBER 22,  
2024**

AT THE OLD TOWN HOUSE AT HILTON GARDEN  
[5 PARK STREET, FREEPORT ME 04032]

For more information, please visit  
<https://mainecemetery.org/conference/>

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# UPCOMING TRAINING FOR FUNERAL DIRECTORS

## MFDA Fall Fest - Annual Convention

Tuesday, 10/15/2024 1:00 pm - 7:00 pm  
Val Halla Golf Course, Cumberland Golf, Cornhole, BBQ

Wednesday, 10/16/2024 7:30 am - 4:30 pm  
Hilton Garden Inn, Freeport  
Harvest Hearty Breakfast & Lunch

- Annual Meeting, CEU's,
- Learn about the latest products & services with Funeral Professionals
- Awards, Raffles, Contests, Socializing, Networking & Fun!

For more information, please visit <https://www.mainefuneraldirectors.org/2024-fall-fest>



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## SITE VISITS

September was a busy month with site visits. The DRVS team visited the municipalities of Friendship, Easton, Mapleton/Chapman/Castle Hill, Woodland, Hanover, Livermore, and Presque Isle. Everyone was so welcoming, and we enjoyed visiting each town and exploring the area in the beautiful 80+ degree weather. It's great to put faces to the names we often speak with and to see a part of the clerk's office that the general public doesn't get to see. Thank you for your hospitality and all you do!



### Are you interested in a site visit?

Please contact the DRVS team member or Kim Haggan, Director, and State Registrar, at (207) 287-5451 or [Kim.E.Haggan@maine.gov](mailto:Kim.E.Haggan@maine.gov) or Theresa Roberts, Deputy State Registrar and Supervisor, at (207) 287-3657 or [Theresa.Roberts@maine.gov](mailto:Theresa.Roberts@maine.gov).

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## INFORMATION FOR MUNICIPAL CLERKS

### VAULT STORAGE FOR PERMANENT RECORDS

Each local government shall provide a fireproof safe or vault for the preservation of all records that must be retained permanently.

- The vault should be either ground-supported (i.e., capable of standing on its own if the building around it collapses) or located within a fire-resistive building (one that will not suffer structural collapse even if its contents are completely consumed). The walls of the building may only be used as walls of the vault if the building is fire-resistant.
- The vault should be planned, and its construction supervised by a registered engineer or architect.
- No combustible materials may be used in the vault's construction, including in any necessary damp-proofing. A ventilating system that conforms to nationally recognized standards should be provided, and all services (electrical, heating, etc.) should conform to national and local codes. Open flame heating shall not be used under any circumstances.
- The vault should be installed by qualified and experienced personnel, in conformity with its manufacturer's requirements. "Fireproof" cabinets or other portable fire-resistant records storage equipment may not be substituted for a properly designed and constructed vault.



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## INFORMATION FOR FUNERAL DIRECTORS



### Need Training?

For any funeral establishments that would like to schedule a training on death registration, please contact Melissa Boynton @ (207) 287-5451 or [Melissa.Boynton@maine.gov](mailto:Melissa.Boynton@maine.gov).

### FETAL DEATH MODULE



A new fetal death module will be coming in 2025. Currently, Fetal Deaths are a paper-based system.

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## INFORMATION FOR HOSPITALS

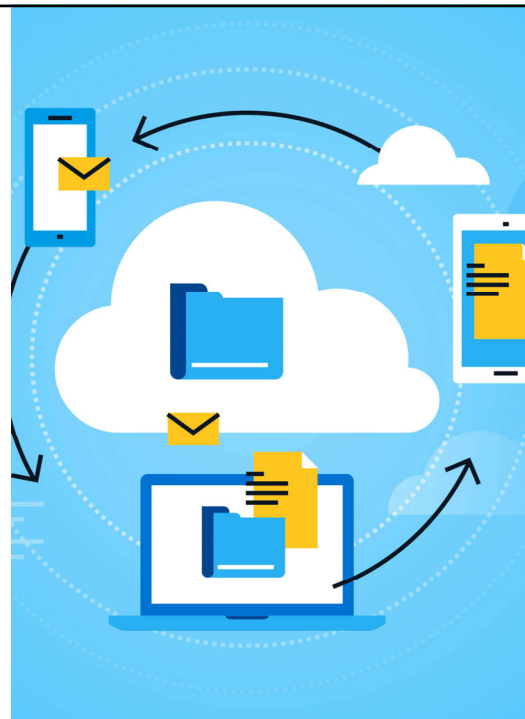
### Birth And Fetal Death (BFDR) FHIR

Fast Healthcare Interoperability Resources (FHIR) is an HL7 standard used extensively in the healthcare industry and public health. FHIR allows clinical and public health reporting without cumbersome manual processes, such as faxing.

The Vital Records Death Reporting (VRDR) and Birth & Fetal Death Reporting (BFDR) are the standards by which jurisdictions and NCHS will share data, replacing IJE.

To learn more about BFDR and VRDR, visit the links below:

- <https://build.fhir.org/ig/HL7/fhir-bfdr/index.html>
- <https://build.fhir.org/ig/HL7/vrdr/>



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## INFORMATION FOR MAINE COURTS

### LEGAL NAME CHANGES

Please refrain from sending one check with multiple legal name changes. On occasion, the VS-14, Legal Name Change form is missing information or is not completed correctly and will hold up processing all the legal name changes that were sent in that batch.

### ADOPTIONS

Always review the VS-9 and VS-9A Adoption forms for completion before sending them. Missing information or ineligible writing will hold up processing and the forms may need to be returned.

“To amend is  
to change something.”

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