



City of Manchester Archives
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Collection Summary

Repository: Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Creator: Board of Cemetery Trustees. City of Manchester, NH.

Title: Board of Cemetery Trustees Records

Collection Number: 0409.004

Accession Number: 2005.5

Dates: 1856-2001

Volume: 1 linear foot; 1 oversized box

Languages: Collection materials are in English.

Related Collections: Burial Records (0409.003).

Access: Access to collection is open to the public. Please contact the archives for an appointment to view materials. Cite the collection number, box and folder numbers when making an appointment. Materials may be accessible online; please reference the digital note below.

Digital Note: Materials are not accessible online at this time.

Conservation Notes: Not applicable.

Finding Aid Prepared by: Mike Intranuovo, 2017.

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Historical Note

On March 10, 1841, the Town of Manchester accepted a deed from the Amoskeag Manufacturing Company for a lot of land to act as a burial ground. This lot was to be known as *Valley Cemetery*, or *The Valley*. At the same meeting, the town voted to create a committee that would oversee the newly acquired cemetery. This committee was known by several interchangeable titles, such as the *Committee on the Cemetery*, the *Committee on the Valley*, the *Committee on the Valley Cemetery*, the *Committee on Cemeteries*, *Trustees of Cemeteries* and ultimately the *Board of Cemetery Trustees*. The committee's records, from its inception until early 1856, were destroyed by fire when the Pattin's Building was burned on February 05, 1856.¹

The committee was charged with the general administration of the Valley Cemetery, including its finances, ground maintenance, burials, deeds of lots, rules and regulations, etc. A resolution of the Mayor, Aldermen, and Common Council in 1856 also gave the committee control over Pine Grove Cemetery. As additional cemeteries became property of the City of Manchester, they were also added under the control of the Board of Cemetery Trustees. Over the subsequent years, several sub-committees were created in order to efficiently manage the city's growing number of burial grounds, including those for Valley Cemetery, Pine Grove Cemetery, and Amoskeag Cemetery. Additionally, the Trustees of Cemetery Funds committee was also formed, which oversaw trust funds related to the cemeteries.

In 1993, the management of the city's cemeteries was transferred from the Board of Cemetery Trustees to the Department of Parks and Recreation; the Cemetery Department was also absorbed into the Department of Parks and Recreation.² Furthermore, in 2010, the duties of the Board of Cemetery Trustees were henceforth performed by the Parks, Recreation, and Cemetery Division Commission, which is under the auspices of the Department of Public Works.

¹ Meeting Minutes, 1856-1944; page 7. Board of Cemetery Trustees Records. Collection 0409.004, accession 2005.5. Box 01, Folder 01. Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

² Ordinance, Feb. 17, 1993. Ordinances of the Board of Mayor and Aldermen. Collection 0100.004, accession 2007.24. Volume G: Ordinances, 1981-1994. Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Collection Description

The Board of Cemetery Trustees Records document the efforts of the board to effectively govern, manage, and administer Manchester's municipal cemeteries. They were created by the Board of Cemetery Trustees during the regular course of government business.

The records do not go into specific detail about information related to a specific individual's interment. Instead, records reflect the decisions made by a governing body overseeing a growing urban population and its needs regarding interment. The collection is arranged into two record series:

Series I: Meeting Minutes, 1856-1951

Series II: Rules, Regulations, By-Laws, 1884-2001

In general, the meeting minutes offer the best opportunity to understand what, how, why, and when specific decisions regarding city cemeteries were made; however, minutes are not verbatim and many meetings lack detail.

The rules, regulations, and by-laws of cemeteries offer insight as to how the actual burial grounds were managed.

Series Descriptions & Inventory

Series I: Meeting Minutes, 1856-1951 (non-inclusive)

Meeting minutes document the official actions, decisions, etc. of the Board of Cemetery Trustees and two of its sub-committees, the Trustees of Valley Cemetery and the Trustees of Pine Grove Cemetery. The minutes of a related committee, the Trustees of Cemetery Funds, is also included.

Meeting minutes are in bound ledgers, and are mostly handwritten. The earliest records, from 1856-1944, also include true copies of deeds and Manchester City Council meetings (consisting of the Mayor, Aldermen, and Common Council) relating to Manchester's cemeteries. Other types of records may be included in the ledgers of the minutes, including correspondence.

Arranged chronologically.

Description	Box Number	Folder Number
Board of Cemetery Trustees, 1856-1944 <i>Note: This ledger also contains true copies of deeds and Manchester City Council meetings that took place prior to 1856.</i>	02	01
Trustees of Pine Grove Cemetery, 1894-1901	01	01
Trustees of Cemetery Funds, 1895-1951	01	02
Trustees of Valley Cemetery, 1894-1918	01	03
Trustees of Valley Cemetery, 1918-1921	01	04

Series II: Rules, Regulations, By-Laws, 1884-2001

The Board of Cemetery Trustees and by extension, its sub-committees, created pamphlets of rules, regulations, and by-laws to govern and manage Manchester's public burial grounds. The rules, regulations, and by-laws cover a wide range of topics, ranging from governance responsibilities of the committee and any sub-committees, to the administrative duties of managing a cemetery, such as burials, lot deeds, visitors' etiquette, etc.

Some pamphlets have marginalia, inserts, and other ephemera included.

Arranged chronologically.

Description	Box Number	Folder Number
Pine Grove Cemetery, 1884	01	05
Pine Grove Cemetery, 1897	01	06
Pine Grove Cemetery, 1912	01	07
City Cemeteries, 1927	01	08
City Cemeteries, 1948	01	09
City Cemeteries, 1959	01	10
Pine Grove Mausoleum, 1979	01	11
City Cemeteries, 1983	01	12
City Cemeteries, 2001	01	13