



Certification of the Preparation of Records for Microfilming

Name of the county, municipality, or other public body that produced these records:

Examples: [City of Raleigh] [Martin County] [Triangle Transit Authority] [High Country Council of Governments]

Name of the board, council, department, or agency:

Examples: [City Council] [Board of Commissioners] [ABC Commission] [Board of Delegates]

The records included with this form are:

- Minutes
- Ordinances
- Resolutions

- Attachments or Exhibits
- Indexes
- Other: _____

Exact first and last dates of the records:

Examples: [10/2/1998 – 12/23/2002] [1/12/2006 – 12/13/2007, in reverse order]

NOTE: Please describe any irregularities (e.g. missing minutes, infrequent meetings) in a separate letter.

Volume and page numbers included:

Examples: [v. 112 (p. 258-492) – 113 (p. 1-122)] [Books 23-27] [Pages 11873 – 13982] [v. 43, continuous]

The last volume listed is complete:

Yes No

Do you want to purchase a copy of the film, at an additional charge?

Yes No

Do you want to purchase a CD of the images, at an additional charge?

Yes No

Do you want to be informed when this shipment is received?

Yes No

Do you want to be informed when the microfilming has been completed?

Yes No

We have examined these records for accuracy and completeness. We have prepared these records according to the rules of the Government Records Section of the Department of Natural and Cultural Resources. We understand that the records will be filmed in the order we have submitted them.

We understand that there will be a charge for each new reel of film used for our records.

Contact information:

Billing address:

Name: _____

Email: _____

Phone: _____

Date: _____
