

Guidelines for the Submission of Maps and Plats for Microfilming by the State Archives of North Carolina

April 2023



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Introduction

The State Archives microfilms county Register of Deeds offices' maps, plats, and indexes to maps and plats. The State Archives stores the silver halide original in its security vault.

The State Archives microfilms original and paper copy maps and plats, and plats in digital formats.

This workflow describes the process for county Register of Deeds offices to submit maps, plats, and indexes to the State Archives for microfilming.

NOTE: The State archives does not microfilm deed books or other permanent records of county Registers of Deeds. For county Register of Deeds' permanent records, such as real estate conveyances, the State Archives will store microfilm produced by commercial vendors. Microfilm must meet the applicable requirements of the American National Standards Institute (ANSI), the Association for Information and Image Management (AIIM) and the National Bureau of Standards (NBS).

Originals and Paper Copies

Preparation

- Organize maps and plats in the correct order, such as alphabetical, numerical, or chronological. Records are imaged in the exact order received.
- Remove all staples and paper clips. Separate all documents taped together.
- Unfold all documents and smooth out corner folds
- Arrange variously sized documents so that the bottom edge of each page is evenly aligned
- Identify the first and last dates of the records
- If records are bundled in tubes, volumes etc., identify start and end dates, and the start and finish plat / sheet numbers within each bundle

Document Submission

- Complete a [Certification of the Preparation of Records for Microfilming](#) form, ensuring all sections are completed, and if necessary, using additional page(s) to list bundles. Appendix 1 shows an example form.
- The completed form(s) should be emailed to colin.reeve@ncdcr.gov.
- Original maps and plats must not be mailed and must be physically transported to the State Archives Imaging Unit. Alternatively, contact colin.reeve@ncdcr.gov to arrange possible pickup and return of the original maps and plats.
- Copies of plats and maps should be mailed to:
 - Imaging Unit
 - Collection Management Branch
 - Division of Archives and Records
 - North Carolina Department of Cultural Resources
 - 4615 Mail Service Center, Raleigh, NC 27699-4615

Electronic Records

Preparation

- Digital maps and plats should be uncompressed, single page TIFFs, PDFs, or PDF/As with a minimum resolution of 300 dpi, and comply with the following:
 - Records are in the correct order
 - First and last dates of the records are identified
 - Records are in groups of 100s (Approximately 400 records will fill a reel)
 - There are no folders within folders

Further information can be found in [Conversion of Electronic Records to Microfilm](#) published by the Archives' Imaging Unit.

- Bag the plats using the Library of Congress's Bagger software. Guidance for using Bagger can be found at <https://archives.ncdcr.gov/documents/bagger-gui-user-guide>

NOTE: Unbagged materials will be returned to the Register of Deeds for bagging in order to maintain chain of custody for the records.

- Plats need to be in order by volume / cabinet number and page, and the file-naming convention must reflect this information.
- Copy bags to a flash drive, hard drive, CD, or DVD, or arrange a transfer via ShareFile.

Image Submission

- Complete a [Local Government Electronic Records Transfer](#) RC-2D form, ensuring all sections are completed. Appendix 2 shows an example form.
- The completed form(s) should be emailed to colin.reeve@ncdcr.gov.
- Files can be submitted via a physical drive or FTP using ShareFile.

- Drives should be mailed to:
Colin Reeve
Department of Natural & Cultural Resources
State archives of North Carolina
215 N. Blount Street
4615 Mail Service Center
Raleigh, NC 27699-4615

After microfilming is completed, drives can be returned to the Register of Deeds office.

- For FTP transfers contact Colin Reeve (colin.reeve@ncdcr.gov) to obtain a ShareFile link
- Note: There is a charge for each new reel, and a reel will hold 400 records. This means if 200 records are submitted and these require a new reel, there will be a charge, but if subsequently an additional 200 records are submitted and these fill the reel, there will not be an additional charge because the existing reel was used. Current fees can be found on the Archive's website: <https://archives.ncdcr.gov/researchers/services/duplication-fees#Microfilm-336>

Appendices

Appendix 1: Certification of the Preparation of Records for Microfilming



GOVERNMENT RECORDS SECTION
RECORDS ANALYSIS UNIT

archives.ncdcr.gov

4615 Mail Service Center, Raleigh, NC 27699

919-814-6900

Certification of the Preparation of Records for Microfilming

<p><i>Name of the county, municipality, or other public body that produced these records:</i></p> <p>Example County _____ Examples: [City of Raleigh] [Martin County] [Triangle J Council of Governments]</p>							
<p><i>Name of the board, council, department, or agency:</i></p> <p>Register of Deeds _____ Examples: [City Council] [Board of Commissioners] [ABC Commission] [Board of Delegates]</p>							
<p><i>The records included with this form are:</i></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Minutes</td> <td><input type="checkbox"/> Attachments or Exhibits</td> </tr> <tr> <td><input type="checkbox"/> Ordinances</td> <td><input type="checkbox"/> Indexes</td> </tr> <tr> <td><input type="checkbox"/> Resolutions</td> <td><input checked="" type="checkbox"/> Other: Plats _____</td> </tr> </table>		<input type="checkbox"/> Minutes	<input type="checkbox"/> Attachments or Exhibits	<input type="checkbox"/> Ordinances	<input type="checkbox"/> Indexes	<input type="checkbox"/> Resolutions	<input checked="" type="checkbox"/> Other: Plats _____
<input type="checkbox"/> Minutes	<input type="checkbox"/> Attachments or Exhibits						
<input type="checkbox"/> Ordinances	<input type="checkbox"/> Indexes						
<input type="checkbox"/> Resolutions	<input checked="" type="checkbox"/> Other: Plats _____						
<p><i>Exact first and last dates of the records:</i></p> <p>03/17/2018-03/14/2019 _____ Examples: [10/2/1998 – 12/23/2002] [1/12/2006 – 12/13/2007, in reverse order] Please describe any irregularities, e.g. missing minutes, infrequent meetings, in a separate letter.</p>							
<p><i>Volume and page numbers included:</i></p> <p>See attached _____ Examples: [v. 112 (p. 258-492) – 113 (p. 1-122)] [Books 23-27] [Pages 11873 – 13982] [v. 43, continuous]</p>							
<p>The last volume listed is complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you want to purchase a copy of the film, at an additional charge? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Do you want to purchase a CD of the images, at an additional charge? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Do you want to be informed when this shipment is received? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Do you want to be informed when the microfilming is completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>							
<p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> We understand that there will be a charge for each new reel of film used for our records.</p>							
<p>Contact information:</p> <p>Name: R. Deeds _____</p> <p>Email: rdeeds@examplecountync.gov _____</p> <p>Phone: 123-456-7890 _____</p> <p>Date: 01/29/2020 _____</p>	<p>Billing address:</p> <p>PO Box 123, The Office Building _____</p> <p>Anywhere, NC 12345 _____</p>						



GOVERNMENT RECORDS SECTION
RECORDS ANALYSIS UNIT

archives.ncdcr.gov

4615 Mall Service Center, Raleigh, NC 27699

919-814-6900

Certification of the Preparation of Records for Microfilming
Attachment

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

Example County

Examples: [City of Raleigh] [Martin County] [Triangle J Council of Governments]

Date:

Plot Slides 12000 - 12300 _____

Bundles

Tube 1:	12000-12075	03/27/2018 - 06/25/2018
Tube 2:	12076 – 12150	06/26/2018 – 09/30/2018
Tube 3:	12151 – 12225	10/01/2018 - 01/05/2019
Tube 4:	12226 – 12300	01/06/2019 - 03/14/2019

Physical Address:
215 N Blount Street
Raleigh, N.C. 27601

State Courier 51-81-20
Facsimile (919) 715-3627
records@ncdcr.gov

Appendix 2: Electronic Records Transfer RC2-D



archives.ncdcr.gov

4815 Mail Service Center, Raleigh NC 27699-4165

919-814-8900

Local Government Electronic Records Transfer

Rev. 2019

AGENCY INFORMATION

Location and Agency [e.g., County/Municipality + Department of Social Services]:

Example County Register of Deeds

Agency Contact:

R. Deeds

123-456-7890

rdeeds@examplecountync.gov

Name

Phone

E-mail

Billing Address: PO Box 123, The Office Building, Anywhere, NC 12345

Board, council, department, or agency (ex: City Council, Board of Commissioners): Register of Deeds

RECORDS SERIES INFORMATION

What records are included in this transfer? (check all that apply)

- Minutes Attachments or Exhibits Adoption Records
 Ordinances Indexes Other: Maps / Plats
 Resolutions Tax Records

Are there confidential records/information in this series? Yes No

If yes, describe (e.g., SSNs, etc.):

SUBMISSION INFORMATION PACKAGE

Creating entity (if different from agency information above):

If these records are from a database, please list the fields transferred:

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4815 Mail Service Center
Raleigh, N.C. 27699-4815

<http://archives.ncdcr.gov>
Telephone (919) 814-8900
Facsimile (919) 715-3827
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823



archives.ncdcr.gov

4615 Mail Service Center, Raleigh NC 27699-4165

919-814-8900

Inclusive dates of records being transferred (ex: 10/02/1998-12/23/2002):

04/03/2017 – 03/22/2018

Dates created (if different): _____

For minutes, plats & maps:

Volume and page numbers included: Volume 39 pages 120-200 & Volume 40 pages 1-110

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

Is the last volume listed complete? 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.

Record Format and Documentation:

File Type (check all that apply):

Minutes, Adoption Records

Word processing PDF/A

Digital image XTIF(F) JPG PDF/A

Tax Records, Indexes

Plain text TXT CSV

Spreadsheet ODS CSV TXT PDF/A
 XLS(X)

Software used to create/access records: Courthouse computer software and bagger to bag files

Are there any spreadsheets being transferred: Yes No

If yes, please specify any cell formulae used:

Supporting Documentation transferred (e.g., index, data dictionary, metadata codes, system documentation, etc.):

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919-814-8900

Special Instructions:

Please add volume 39 files with previous volume 39 files. Put volume 40 on new roll

Bag List and Description (See [Bagger GUI User Guide](#), pages 18-19, for instructions on naming bags.)

Physical Media	Bag Name	Number of Files	Total Size of Bag	File Formats
Flash drive	Example_plats_2017-2018	189	32.4 MB	TIF
Totals for the entire transfer:		189	32.4 MB	

Media used for transfer (choose one):

- hard drive
 flash drive
 CD
 DVD
 FTP

For all media except file transfer protocol (FTP), choose one:

- Agency-owned media: please return with electronic records intact
 Agency-owned media: please destroy electronic records and return media intact
 Agency-owned media: please destroy media and copies of records after filming
 Agency-owned media: please destroy media and retain copies of records permanently

Acknowledgement of fees for microfilming:

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

Do you want to purchase a copy of the film, at an additional charge? Yes No

In which format would you like to purchase copies of the film? Film CD

Do you want to be informed when the microfilming has been completed? Yes No

Date of Transfer: _____

Signature of Agency Representative: _____

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Electronic Records Preparation Checklist

This checklist is to assist local records managers in the preparation of electronic records to be transferred to the State Archives for imaging or for permanent retention in the State Archives. Please complete the checklist prior to transfer of records.

- Electronic records are uncompressed, single-page TIFFs, PDFs, or PDF/As.
- Electronic records were reviewed for accuracy; page numbers, volume and book numbers, and dates match the printed records.
 - Electronic records number at least 600 pages and represent complete volumes.
- File names are no longer than 25 characters and are alphanumeric with no special characters and no blank spaces.
 - Files are named so that a computer sorts the files in proper page number or date order of the records, i.e. the same order as the paper records. Consult the State Archives' [Best Practices for File Naming](#).
- Electronic records are grouped together in folders by record type, then by volume or year. The parent folder is named for the type of record. Subfolders are named for the year or the volume. The folder structure is no more than 2 levels.
 - Electronic records are bagged using Library of Congress' Bagger software.
 - Electronic records are compressed into .zip files (For secure file transfer only).

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FOR INTERNAL USE ONLY

	Unit	Name	Date
Records received	RAU		
Bag list verified	RAU		
Records sent to imaging unit	DSS		
Records validated	DSS		
Fixity check before quarantine			
Virus check before quarantine			
Fixity check after quarantine			
Virus check after quarantine			
Records accessioned	RDU		
Confirm records receipt with agency	RAU		
Records accepted into digital repository	DSS		
Copies of transfer: <input type="checkbox"/> Destroyed after filming <input type="checkbox"/> Retained Permanently	RAU/DSS		
Physical media disposition: <input type="checkbox"/> returned <input type="checkbox"/> destroyed	RAU/DSS		

Location of records in digital repository:

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