**Request for Disposal of Original Records Duplicated by Electronic Means**

*If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.*

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

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| **Agency Contact Name:** | **Date (MM-DD-YYYY):** |
| **Phone (area code):** | **Email:** |
| **Community College:** | **Office:** |
| **Mailing address:** |

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| **Records Series Title** A group of records as listed in records retention schedule | **Description of Records**Specific records as referred to in-office | **Inclusive Dates**(1987-1989; 2005-present)1  | **Approx. Volume of Records** (e.g. “1 file cabinet,” “5 boxes”) | **Retention Period** As listed in records retention schedule |
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| Requested by: |  |   |   |
| Signature | Title | Date |
| Approved by: |  |  |   |
| Signature | Requestor’s Supervisor  | Date |
| Concurred by: |  |  |  |
| Signature | Assistant Records Administrator State Archives of North Carolina | Date |

 If an office uses an open-ended date on this authorization form, the destruction of records must be listed on a destructions log with the precise dates of the records destroyed at a given time.