

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## REGISTER OF DEEDS



Issued By:



North Carolina Department of Cultural Resources  
Division of Archives and Records  
State Archives of North Carolina  
Government Records Branch

October 10, 2012

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**Register of Deeds  
Records Retention and Disposition Schedule**

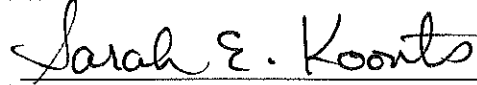
The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule are not authorized to be destroyed.**

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If an office does not establish internal policies and retention periods, the office is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Register of Deeds



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners



Linda A. Carlisle, Secretary  
Department of Cultural Resources

\_\_\_\_\_  
Name of County

October 10, 2012

## EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each record series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate record series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all county employees and officials take our online tutorials in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions. The State Archives will also microfilm Plats for the register of deeds. Once those records are filmed, we will store the silver negative (original) in our security vault.
- ✓ There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst assigned to your county for the most current information.

## MANAGING PUBLIC RECORDS IN NORTH CAROLINA

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**Q. *What is this “records retention and disposition schedule”?***

- A.** This document is a tool for the registers of deeds and their staff across the state to use when managing the records in their offices. It lists records commonly found in register of deeds offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your office and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

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**Q. *How do I get it approved?***

- A.** This schedule must be approved by the local Board of County Commissioners. The Chairman of the Board of County Commissioners should indicate approval by signing the agreement of this schedule. This approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
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**Q. *Do I have to have all of the records listed on this schedule?***

- A.** No. This is not a list of records you must have in your office.
- 

**Q. *What is the definition of “administrative value”?***

- A.** Administrative value is defined as, “the usefulness of records to support ancillary operations and the routine management of an organization.” Records having administrative value are generally considered useful or relevant to the activities that caused the record to be created and/or during an audit of those activities. Traditionally, records managers have seen “administrative value” as transitory. (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*)
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**Q. *What do I do with routing slips, fax cover sheets, reference copies, memory aids, reservations and confirmations, etc.?***

- A.** According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the State Archives of North Carolina. The State Archives of North Carolina recognizes that many records exist that may have very short-term value to the creating agency. These records may be destroyed or otherwise disposed of when their reference value ends. However, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.
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**Q. *Do the standards correspond to the organizational structure of my office?***

- A.** Standards are grouped together to make it easier for users to find records. You may find that the records groupings reflect according to the organizational structure of your office, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your office.
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**Q. *I can’t find some of my records on this schedule.***

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the “search box” function on the PDF version of the schedule. If you

still cannot locate your records on the schedule, then contact the Records Management Analyst assigned to your county. We will work with you to amend this records schedule to include records so that you may destroy them appropriately.

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**Q. *What are public records?***

**A.** The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

"Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data- processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

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**Q. *Can anyone see my records?***

**A.** Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

"Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request."

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**Q. *What about my confidential records?***

**A.** Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

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**Q. *Do I have to make copies of drafts available to the public that haven't been approved?***

**A.** Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.

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**Q. *What do I do with permanent records?***

**A.** Permanent records should be maintained in the office that created the records, forever. Permanent records must also have a preservation duplicate, which is either a paper or microfilm copy.

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**Q. *What is historical value?***

**A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the Records Management Analyst assigned to your county for further assistance.

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**Q. *I don't have any records.***

**A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be retained or destroyed in accordance with the provisions of the appropriate records schedule.

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**Q. *May I store our unused records in the basement (attic, outdoor shed)?***

- A.** Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

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**Q. *Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?***

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

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**Q. *Aren't all of our old records at the State Archives of North Carolina?***

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from county offices. Contact the Records Management Analyst assigned to your county for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

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**Q. *I found some really old records. What should I do with them?***

- A.** Call the Records Management Analyst assigned to your county. We will help you examine the records and assess their historical value.

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**Q. *Can I give my old records to the historical society or public library?***

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

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**Q. *Whom can I call with questions?***

- A.** If you are located west of about Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. East of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

## AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS

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***No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.***

We have used an asterisk (\*) in the disposition instructions to mark records series that are commonly audited, litigated or may be subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See [AUDITS: PERFORMANCE](#) Item 4, page 2 and [AUDITS: FINANCIAL](#) Item 5, page 14.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the register of deeds should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.



## DESTRUCTION OF PUBLIC RECORDS

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### **Q. *When can I destroy records?***

- A.** Each record series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever. (See also the question above, “*How should I deal with my permanent records?*”)
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### **Q. *How do I destroy records?***

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- a) burned, unless prohibited by local ordinance;
  - b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
  - c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
  - d) buried under such conditions that the record nature of the documents or materials will be terminated;
  - e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
- N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

**Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used. We do not recommend the disposal in a landfill of records containing confidential information.**

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### **Q. *How can I destroy records if they are not listed on this schedule?***

- A.** Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a [Request for Disposal of Unscheduled Records](#) form (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

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### **Q. *I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?***

- A.** At the end of this schedule is a form called the [Request for Disposal of Unscheduled Records](#). Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.
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### **Q. *Do I have to tell anyone about the destruction?***

- A.** We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

## ELECTRONIC RECORDS: EMAIL, BORN DIGITAL RECORDS, AND DIGITAL IMAGING

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### **Q. *When can I delete my email?***

**A.** Email is a public record as defined by G.S. §121-5 and G.S. §132. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. ***It is inappropriate to destroy email simply because storage limits have been reached.*** Some examples of email messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts or reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009), available at the State Archives of North Carolina website*

Other publications will be particularly helpful in managing your email (available online at the State Archives of North Carolina website):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *Online E-mail Tutorial: Managing Your Inbox: E-mail as a Public Record*
- *Online Tutorial: Managing Public Records for Local Government Agencies*
- *Guidelines for E-mail as a Public Record in North Carolina: Tips and Tricks for Using Microsoft Exchange Software to Manage E-mail*

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### **Q. *May I print my email to file it?***

**A.** We do not recommend printing email for preservation purposes. Important metadata is lost when Email is printed.

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### **Q. *I use my personal email account for work. No one can see my personal email.***

**A.** The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

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### **Q. *We have an imaging system. Do we have to keep the paper?***

**A.** You may scan any record, including permanent records. You will need to get approval from our agency in order to destroy paper originals that have been digitized. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the [Request for Disposal of Original Records Duplicated by Electronic Means](#), (located at the end of this schedule). Then submit all three to us.

**Permanent records** must have a security preservation copy as defined by the State Archives of North Carolina's **Human-Readable Preservation Duplicate Policy** (G.S. §132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

***The preservation security duplicate of permanent records must be either on paper or microfilm.***

**Non-permanent records** may be retained in any format, and therefore you may be approved to destroy hard copy originals after proper imaging. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the [Request for Disposal of Original Records Duplicated by Electronic Means](#) form for our approval.

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**Q. *Computer storage is cheap. I'll just keep my computer records.***

- A.** The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

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**Q. *What are the guidelines regarding the creation and handling of electronic public records?***

- A.** The following documents are available on the State Archives of North Carolina website:
- Best Practices for Cloud Computing: Records Management Considerations
  - Best Practices for Electronic Communication Usage in North Carolina: Text and Instant Message
  - Best Practices for Electronic Communication Usage in North Carolina: Guidelines for Implementing a Strategy for Text and Instant Messages
  - Best Practices for File Naming
  - Best Practices for Social Media Usage in North Carolina
  - Guidelines for Digital Imaging Systems
  - Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition
  - Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files

For guidance about electronic recording (E-Recording) please see the [Uniform Real Property Electronic Recording Act report](#), available at [http://www.cslib.org/publicrecords/electronicfiling/NorthCarolina09-12-06-Draft\\_eRecStandards.pdf](http://www.cslib.org/publicrecords/electronicfiling/NorthCarolina09-12-06-Draft_eRecStandards.pdf).

## MICROFILM

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### **Q. *Why do you still use microfilm?***

- A.** Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. Our office provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:
- manufacture of raw film
  - filming methods
  - processing (developing) film
  - storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

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### **Q. *What film services do you provide?***

- A.** The State Archives of North Carolina provides microfilming of minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver original in our security vault. There is a nominal fee for filming and duplicate film. Contact the Records Management Analyst assigned to your county for the most current information.
- 

### **Q. *How do I get my minutes filmed?***

- A.** We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the "*Certification of the Preparation of Minutes for Microfilming*" form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact the Records Management Analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

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### **Q. *What if I need my books while they're being filmed?***

- A.** Call the Raleigh Office at (919) 814-6900, and ask for the Records Management Analyst in charge of minutes.
- 

### **Q. *Can I send you my minutes electronically?***

- A.** Not at this time. We require originals or photocopies of the approved minutes, complete with signatures. We are currently working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of minutes microfilming for more information.
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### **Q. *I have some old minutes that aren't signed. Can they still be filmed?***

- A.** If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

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**Q. *What if my books are destroyed after they have been filmed?***

- A.** Call the Records Management Analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

**DISASTER ASSISTANCE**

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**Q. *What should I do in case of fire or flood?***

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Branch or (919) 814-6876 for the State Archivist. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

***DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.***

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle your larger disasters.

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**Q. *What help do you give in case of an emergency?***

- A.** We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
- 

**Q. *What can I do to prepare for an emergency?***

- A.** We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the Records Management Analyst assigned to your county.
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**STAFF TRAINING**

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**Q. *What types of workshops or training do you offer?***

- A.** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact your records management analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are::
- **Managing Public Records in North Carolina** – our basic introduction to the Public Records law and records management;
  - **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
  - **Email as a Public Record** – considerations, tips and tricks on managing, filing, and public access to your email;
  - **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens;

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**Q. *Will you design a workshop especially for our office?***

- A.** Yes, we will. Let the Records Management Analyst assigned to your county know what type of training you need.

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**Q. *Do we have to come to Raleigh for workshops?***

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

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**Q. *Is there a fee for workshops?***

- A.** Not at this time.

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**Q. *Are the workshops available in an online format?***

- A.** Not at this time. However there are several online tutorials available on the State Archives of North Carolina website, including:
- **Managing Public Records for Local Agencies-** our basic introduction to the Public Records law and records management.
  - **Managing Your Inbox: Email as a Public Record-** Public employees increasingly rely on electronic mail (email) as a quick and useful communication tool for carrying out government business. However, email presents many challenges. This tutorial will help you learn how to properly manage, retain and dispose of your email.
  - **Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls-** More and more government employees use computers as they conduct their daily business. While computers are invaluable tools that store large amounts of data that can be easily searched, depending solely upon electronic records can be dangerous. In this tutorial you will learn some of the problems associated with electronic records and you will receive advice on how to protect those records.



As of March 1, 2019, all local government agencies in North Carolina will use the General Records Schedule for Local Government Agencies to find the appropriate disposition instructions for records that fall under these standards:

- Administration and Management Records
- Budget, Fiscal, and Payroll Records
- Geographic Information Systems Records
- Information Technology Records
- Legal Records
- Personnel Records
- Public Relations Records
- Risk Management Records
- Workforce Development Records

More information about this transition can be found on our blog at <https://ncrecords.wordpress.com/2019/01/14/new-retention-schedule-model-for-north-carolina-local-governments/>.

This new Local Government General Records Schedule can be found on our website at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules> and supersedes the correlating standards that were a part of previously approved local government agency schedules, so we have deleted those standards from the published version of this schedule.

If you have any questions, please contact [a records management analyst](#) in the Government Records Section of the State Archives of North Carolina.

**STANDARD-7. PROGRAM OPERATIONAL RECORDS.**

Records received, recorded, and created in the Register of Deeds offices in order to meet statutory requirements.

Many of the records in the Register of Deeds Office are permanent records with a high degree of legal, administrative, and historical value. They are to be retained permanently and safeguarded from all damage. Creating microfilm copies of all of these records is a proven method of creating a preservation copy, which may be stored in the film vault of the State Archives of North Carolina. These records may be reproduced by electronic or computer processes, but no digital copy may serve as the official preservation duplicate as defined by G.S. § 132-8.2. Any county wishing to dispose of any of these records must first contact the Government Records Branch to inquire whether the State Archives wishes to take custody. *Permanent records may not be intentionally destroyed without written permission from the Department of Cultural Resources.*

ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p><b>ARMED FORCES DISCHARGES AND INDEX.</b> Official copies of military discharges and indexes.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends<sup>†</sup> Agency Policy: Destroy in office after _____</p>	<p>Comply with applicable provisions of G.S. § 47-113.2 (effective January 1, 2004) regarding the confidentiality and removal of discharge records.</p>

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

*\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.* 55

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends.” Please use the space provided.*



ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.	<b>ARMED FORCES DISCHARGE REMOVAL REQUEST FORMS.</b> Forms and related records documenting a veteran's request to have discharges papers removed from the office's recorded instruments.	Retain in office permanently.	G.S. § 47-113.1 Repealed by Session Laws 2003-248.
3.	<b>ARMED FORCES DISCHARGES AUTHORIZATION TO RECORD AND REQUEST COPY FORMS</b> Forms used to give an authorized agent or representative the authority to record or request a copy of a discharge.	Retain with the related <a href="#">ARMED FORCES DISCHARGES PRESENTATION FOR RECORDING FORMS</a> , item 4, page 56; or with the related <a href="#">ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS</a> , item 5, page 56.	G.S. § 47-113.2
4.	<b>ARMED FORCES DISCHARGES PRESENTATION FOR RECORDING FORMS</b> Forms completed and signed by an authorized party when presenting a discharge for recording.	a) Destroy in office 1 year from date discharge is filed. b) Retain in office permanently if form is filed with the armed forces discharge record.	G.S. § 47-113.2
5.	<b>ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS</b> Forms completed by persons requesting copies of discharge records.	Destroy in office 1 year from date received.	Comply with applicable provisions of G.S. § 47-113.2(e2) regarding the confidential safekeeping and restricted access of request forms.
6.	<b>BONDS: CLERK OF SUPERIOR COURT</b> Taken or renewed bonds belonging to the office of the Clerk of Superior Court.	Destroy in office 6 years after termination.	G.S. § 58-72-50

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	<b>BRANDS AND MARKS</b> Brands or earmarks for differentiating livestock.	Series discontinued. Transfer to the State Archives of North Carolina.	
8.	<b>CEMETERY LISTS</b> Lists of public cemeteries in the county outside of the limits of incorporated municipalities and not established and maintained for their use. Also includes lists of abandoned public cemeteries.	a) Retain in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 65-1
9.	<b>CHattel MORTGAGES AND INDEX</b> Mortgages, agricultural liens, conditional sales contracts, and all other loans which use personal property as collateral. In 1967 chattel mortgages were succeeded by the Uniform Commercial Code.	Series discontinued. Chattel mortgages satisfied prior to 1967 may be destroyed at any time.	
10.	<b>COHABITATION RECORDS</b> Records of cohabitation filed by freedmen. Includes names of cohabitants and the period of cohabitation.	Series discontinued. Transfer to State Archives of North Carolina.	G.S. § 51-5

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<p><b>CORPORATIONS (INCORPORATIONS) RECORDS AND INDEX</b>            Official copies of charters, certificates of dissolution, and other related documentation of corporations whose principal office is in the county.</p>	<p>e) Retain official copies in office permanently.</p> <p>f) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>g) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina.</p> <p>h) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends<sup>†</sup>            Agency Policy: Destroy in office after _____</p>	G.S. § 55D, Article 3.

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<b>DEEDS, RECORD OF AND INDEX</b> Official copies of deeds in order of registration.	a) Retain official copies in office permanently.  b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.  c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina.  d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends <sup>†</sup> Agency Policy: Destroy in office after _____	G.S. § 47-17, 47-113 and 161-14.

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<p><b>DEEDS OF TRUST (MORTGAGES), RECORD OF AND INDEX</b> Official copies of deeds of trust (mortgages) in order of registration.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends<sup>†</sup> Agency Policy: Destroy in office after _____</p>	G.S. § 45-4 through 43; G.S. § 47-17 through 36 and G.S. § 161-14.
14.	<p><b>DIVISIONS AND DOWERS RECORDS</b> Copies of reports of commissioners appointed to partition real estate and allot dowers, with certificate of approval of the clerk of superior court.</p>	Series discontinued. Transfer to the State Archives of North Carolina.	G.S. § 29-30 and § 46.
15.	<p><b>FARM NAME REGISTER</b> Register of farm descriptions, names, registrant, and date of registration.</p>	Retain in office permanently.**	G.S. § 80-33
16.	<p><b>GRAVES REMOVAL RECORDS</b> Certificates, maps, attachments and similar records documenting the disinterment and reinterment of graves.</p>	Retain in office permanently.	15A North Carolina Administrative Code 19H .1201

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<b>HIGHWAY RIGHT-OF-WAY MAPS AND INDEX</b> Plan and profile sheets of the final right-of-way plans for all Department of Transportation projects under which the right-of-way or other interest in real property is acquired or access is controlled.	a) Retain in office permanently.  b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 136-19.4
18.	<b>JUROR LISTS AND RECORDS</b> Includes lists of each person qualified to be selected for jury duty within the county, a statement of the sources used and procedures followed in preparing the list, reports, and all other related documentation.	Series now under custody of Clerk of Court.	G.S. § 9-4, 9-7
19.	<b>LAND ENTRY BOOK</b> Record of entries of claims to vacant land. Includes name of person entering claim, description of land claimed, and date claim was filed.	a) Retain in office permanently.**  b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 146-22
20.	<b>LAND GRANT REGISTER</b> Records of grants from the Office of the Secretary of State obtained by any person.	a) Retain in office permanently.  b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	
21.	<b>LAND SOLD FOR TAXES AND INDEX</b> Records of land sold for county taxes. Includes name of delinquent taxpayer, years for which taxes were due, and description of property.	Destroy in office upon State Archives of North Carolina approval.	

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	<b>MARRIAGE HEALTH CERTIFICATES</b> Certificates from a regularly licensed physician stating that no evidence of venereal disease, tuberculosis in the infectious or communicable state, or mental incompetence was found in the applicants.	Series discontinued. Destroy in office immediately.	G.S. § 51-9 (Repealed 1994)
23.	<b>MARRIAGE LICENSES</b> Original endorsed marriage licenses returned to the Register of Deeds by the magistrate or minister. Includes delayed marriage certificates and supporting documentation.	<ul style="list-style-type: none"> <li>a) Retain original licenses, affidavits, and court orders permanently.</li> <li>b) Destroy in office after 5 years supporting proofs, applications, and related records.</li> <li>c) Forward "Application, License and Certificate of Marriage" forms to the Office of Vital Records.</li> <li>d) Records which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</li> </ul>	G.S. § 51-8 G.S. § 51-21(4) G.S. § 51-18.1
24.	<b>MARRIAGE REGISTER</b> Register of all marriages in the county. Includes, but is not limited to, the full name of the husband and wife, the date the ceremony was preformed, and the location of the original license and return.	<ul style="list-style-type: none"> <li>a) Retain official copies in office permanently.</li> <li>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</li> </ul>	G.S. § 51-18
25.	<b>MERCHANT RETURNS AND INDEX</b> Merchants' annual reports of total wholesale purchases made, used in determining franchise tax.	Series discontinued. Destroy in office upon State Archives of North Carolina approval.	

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<b>MERIDIAN RECORDS AND INDEX</b> Records of the testing of surveyors' instruments. Includes date tested, direction and amount of declination from the county meridian line, and signature of the surveyor.	Series discontinued. Transfer to the State Archives of North Carolina.	
27.	<b>MINERAL RIGHTS RECORDS AND INDEX</b>	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends <sup>†</sup> Agency Policy: Destroy in office after _____	G.S. § 161-22
28.	<b>MISCELLANEOUS RECORDS AND INDEX</b> Includes tax, school, election and similar records found in the Register of Deeds office.	Destroy in office upon State Archives of North Carolina approval.	

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	<p><b>NOTARIES PUBLIC RECORDS AND INDEX</b> Record of Notaries Public. Includes name and signature of the notary, effective date and expiration date of commission, date oath was administered and date of any revocation or resignation. Also includes certificates and transmittals (oath sheets) received from the Notary Public Section, NC Department of Secretary of State.</p>	<p>a) Retain "Record of Notaries Public" in office permanently.</p> <p>b) Return "white" copy of transmittal to Notary Public Section once applicant takes oath and receives certificate.</p> <p>c) Destroy in office "yellow" copy of transmittal and orders for revocation or resignation when administrative value ends. † Agency Policy: Destroy in office after _____</p> <p>d) Return transmittals for applicants failing to appear within 90 days to Notary Public Section.</p>	<p>G.S. § 10A-8 G.S. § 10A-13</p>
30.	<p><b>OFFICIAL RECORD BOOK AND INDEX</b> In some offices recorded records (instruments) are compiled in one "official record book", while other offices compile each type separately. These combined books may include deeds, deeds of trust, armed forces discharges, powers of attorney, satisfactions, withdrawals, transfers, releases, contracts, condemnation, corporations, bankruptcies, farm names, farmland districts, timber marks, historic landmarks, waste disposals, renunciations, tax waivers, exemptions orders, etc.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends † Agency Policy: Destroy in office after _____</p>	<p>G.S. § 161-14 G.S. § 161-18 G.S. § 161-22</p>

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	PARTNERSHIPS AND ASSUMED NAMES RECORDS AND INDEX	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends <sup>†</sup> Agency Policy: Destroy in office after _____	G.S. § 66-68 through 69

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
32.	<p><b>PETROLEUM LEASES REGISTER</b> Records indicating the leases which have been renewed for the ensuing year by every person, firm or corporation holding petroleum leases within the county.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends<sup>†</sup> Agency Policy: Destroy in office after _____</p>	G.S. § 113-414
33.	<p><b>PLATS, MAPS, AND INDEX</b></p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.</p>	G.S. § 47-30

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34.	<p><b>REGISTRATION OF TITLES (TORRENS ACT) AND INDEX</b> Register of certificates of title to real estate established by judgments of the Superior Court under the Torrens Act.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends.† Agency Policy: Destroy in office after .....</p>	G.S. § 43-13
35.	<p><b>STRAYS, RECORD OF</b> Notices of discovery of lost livestock, with reports of commissioners appointed to determine reimbursement to the finder for care of the animal.</p>	<p>Series transferred to County Sheriff Office. Destroy in office upon State Archives of North Carolina approval.</p> <p><i>Retention note: Records may contain historical value. Contact the State Archives of North Carolina before destroying.</i></p>	G.S. § 68-18.1  Session Law 2012-18

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	SURVEYS, RECORD OF AND INDEX	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends.† Agency Policy: Destroy in office after _____	
37.	<b>TEMPORARY INDEX</b> Temporary index used by office until records are registered and entered into the permanent index.	Destroy in office when administrative value ends† Agency Policy: Destroy in office after _____  <i>Retention Note: Registered records are to be entered into a permanent index within 30 days after the date of presentation.</i>	G.S. § 161-14

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
38.	<b>TIMBER MARKS AND INDEX</b> Copies of letters, figures, or words identifying timber trademarks of any person or business within the county.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1920 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1920 or later may be destroyed in office when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. § 80-16
39.	<b>UNIFORM COMMERCIAL CODE</b>	a) Retain all filings recorded with real property records permanently. b) Destroy in office after July 1, 2008 all filings which were effective on July 1, 2001. c) Destroy in office all filings not covered in a) and b) when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. § 25, Article 9

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
40.	<b>VITAL RECORDS: AMENDMENTS</b> Records submitted as evidence to amend, correct, or replace a birth or death certificate issued by the Office of Vital Records.	a) Destroy in office 1 year after amendment and/or correction was approved, or request was denied or withdrawn.  b) Return to Office of Vital Records copies of certificates involving adoptions, legitimations, or other registrants when a new certificate is received.	G.S. § 130A, Article 4 G.S. § 48-9-107(d) 15A NCAC 19H sections .0900, .1000 and .1100
41.	<b>VITAL RECORDS: APPLICATIONS FOR CERTIFIED COPIES</b> Application forms completed by persons seeking certified copies of birth, death or marriage certificates.	a) Destroy in office 1 year from date of request if copies are issued and/or received by requestor.  b) Destroy in office 3 years from date of request if copies are not issued and/or received by requestor.	G.S. § 130A, Article 4
42.	<b>VITAL RECORDS: BIRTHS AND INDEX</b> Official copies of birth certificates deposited with the Register of Deeds by the local Health Department.	a) Retain official copies in office permanently.  b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	
43.	<b>VITAL RECORDS: DEATHS AND INDEX</b> Official copies of death certificates deposited with the Register of Deeds by the local Health Department. Original records are filed with the Office of Vital Records.	a) Retain official copies in office permanently.  b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 130A, Article 4

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ITEM #	STANDARD-7: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
44.	<b>VITAL RECORDS: DELAYED BIRTHS AND INDEX</b> Official copies of certificates registering the birth of a person born in this state, but not registered within one year after birth. Original records are filed with the Office of Vital Records.	a) Retain official copies in office permanently.  b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	G.S. § 130A, Article 4
45.	<b>VITAL RECORDS: DELAYED BIRTH APPLICATION RECORDS</b> Applications and other records submitted as evidence in support of a delayed registration of birth. Copies are filed with the Office of Vital Records.	a) Destroy in office after 1 year applications and supporting documentation for a non-completed registration.  b) Destroy in office after 1 year applications and supporting documentation for a completed registration (certificate was approved).	G.S. § 130A, Article 4 15A NCAC 19H .0400
46.	<b>VITAL RECORDS: REPORT OF DEATHS OCCURRING OUTSIDE OF COUNTY</b> Reports of deaths occurring outside the county of birth received from the Office of Vital Records.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. § 130A, Article 4
47.	<b>WEBSITE (REGISTER OF DEEDS), REAL ESTATE CONVEYANCE</b>	Retain in office permanently.	
48.	<b>WEBSITE (REGISTER OF DEEDS), REQUEST TO REDACT PERSONAL INFORMATION</b> Forms and related records documenting a person's request to have personal information removed from the office's publicly available website.	Retain in office permanently.	G.S. § 132-1.10 (f)

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer. 71

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.



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**REQUEST FOR CHANGE IN RECORDS SCHEDULE**

**TO** Assistant Records Administrator  
Division of Archives and Records  
Government Records Section  
4615 Mail Service Center  
Raleigh, NC 27699-4615

**FROM** Name \_\_\_\_\_  
County \_\_\_\_\_  
Agency or department \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Phone or email \_\_\_\_\_

**INSTRUCTIONS**

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

**CHANGE REQUESTED**

- Add a new item
- Delete an existing item      Standard Number \_\_\_\_\_ Page \_\_\_\_\_ Item Number \_\_\_\_\_
- Change an retention period      Standard Number \_\_\_\_\_ Page \_\_\_\_\_ Item Number \_\_\_\_\_

**TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE**

**INCLUSIVE DATES OF RECORDS** \_\_\_\_\_ **APPROXIMATE VOLUME OF RECORDS** \_\_\_\_\_

**DESCRIPTION OF RECORDS**

**PROPOSED RETENTION PERIOD**

Requested by: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Signature Title Date





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