



DIGITAL MINUTES CERTIFICATION

AGENCY INFORMATION

Name of the County, Municipality, or Other Public Body that Produced These Records
(i.e. City of Raleigh, Martin County, Triangle J Council of Governments, etc.)

Name of the Board, Council, Department, or Agency
(i.e. City Council, Board of Commissioners, ABC Commission, Board of Delegates, etc.)

Name of Staff Contact

Telephone

Email

Billing Address

Items Received:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Minutes | <input type="checkbox"/> Attachments or Exhibits |
| <input type="checkbox"/> Ordinances | <input type="checkbox"/> Indexes |
| <input type="checkbox"/> Resolutions | <input type="checkbox"/> Other: _____ |

Exact First and Last Dates of the Records

Volume and Page Numbers Included

The last volume 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

OVER



DIGITAL MINUTES CERTIFICATION

RECORD FORMAT AND DOCUMENTATION

File Type (check all that apply):

Minutes

Word Processing PDF/A

Digital Image TIF(F) JPG PDF/A

Indexes

Plain Text TXT CSV

Spreadsheet ODS CSV TXT PDF/A XLS(X)

Bag Info (See Bagger GUI User Guide, pages 18-19, for instructions on naming bags.):

Bag Name	Number of Files	Total File Size
Totals for the entire transfer:		

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 received them

We understand that minutes should only be submitted to the Government Records Section on an annual basis or as a complete volume.

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

Signature of Staff Contact

Date



Digital 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.

- Digital records are uncompressed, single-page TIFF's, PDF's, or PDF/A's.
- Digital records were reviewed for accuracy: page numbers, volume and book numbers, and dates match the printed records.
- Digital records cover at least one year or are complete books.
- File names are no longer than 20 characters and are alphanumeric with no special characters and no blank spaces.
- Files are named so that a computer sorts the files in the 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*.
- Digital 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.
- Digital records are bagged using Library of Congress' Bagger software.
- Digital records are compressed into .zip files.
- A Digital Minutes Certification Form is completed.



FOR INTERNAL USE ONLY

	Name	Date
Records Received		
Records Validated		
Virus Scan		
Confirm Records Receipt with Agency		
Accession Records		
Records sent to imaging unit		