GOVERNMENT	RECO	DRDS	SEC	TION
REC	ORDS	ANAL	YSIS	UNIT
SERIES ID:				

archives.ncdcr.gov

4615 Mail Service Center, Raleigh, NC 27699

919-814-6900

Certification of the Preparation of Records for Microfilming

Name of the County, Municipality, or Oth	er 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				
(i.e. City Council, Board of Commissioners, AE	3C Commission, Board of Delegates)			
Name of Staff Contact				
Traine of Stain Semast				
Telephone	Email			
Billing Address				
Billing Address				
Items Received:				
☐ Minutes	\square Attachments or Exhib	☐ Attachments or Exhibits		
☐ Ordinances	☐ Indexes	☐ Indexes		
☐ Resolutions	□ Other:			
Original Record or Copy				
Exact First and Last Dates of the Record	S			
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		
Do you want to be informed when th		□Yes □ No		
J				

OVER



GOVERNMENT	RECO	ORDS	SEC.	TION
REC	ORDS	ANAL	YSIS	UNIT
SERIES ID:				

archives.ncdcr.gov

4615 Mail Service Center, Raleigh, NC 27699

919-814-6900

Certification of the Preparation of Records for Microfilming

Printed Name of RAU Staff	Signature of RAU Staff	Date		
District Courts of				
Printed Name of Imaging Unit Staff	Signature of Imaging Unit Staff	Date		
Imaging Unit staff and RAU staff must both sign this acknowledgement at the time the records are returned to RAU.				
Acknowledgement of Return of Original Minutes to RAU				
Date the Microfilming is Ordered in AXAEM:	Date the Records are Transferred to Imaging Unit:			
Date the Records are Transferred to Raleigh:	Date the Initial Transfer is C	ompleted in AXAEM:		
	For Office Use Only:			
Printed Name of RAU Staff	Signature of RAU Staff	Date		
Printed Name of Staff Contact	Signature of Staff Contact	Date		
For Completion After Original Minutes Have Been Returned				
Printed Name of RAU Staff	Signature of RAU Staff	Date		
Signature of Staff Contact		Date		
Signature of Staff Contact		Date		
□ we understand that there	will be a charge for each new reel of fi	im used for our records.		
		l		
☐ We understand that if there these must be described in a s	e are any irregularities (i.e. missing minute	es, infrequent meetings),		
☐ We understand that minute an annual basis or as a comple	es should only be submitted to the Govern ete volume.	nment Records Section on		
☐ We have boxed or bound (I ensure they will remain togeth	binder clips or rubber bands acceptable f ner.	or copies) our records to		
submitted them.				
☐ 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				