

### **Certification of the Preparation of Records for Microfilming**

Click or tap here to enter text.

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.)*

Click or tap here to enter text.

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

Click or tap here to enter text.

Name of Staff Contact

Click or tap here to enter text.

Telephone

Click or tap here to enter text.

Email

Click or tap here to enter text.

Billing Address

|                                      |  |
|--------------------------------------|--|
| <i>Items Received:</i>               |  |
| <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: Click or tap here to enter text. |

Click or tap here to enter text.

Original Record or Copy

Click or tap here to enter text.

Exact First and Last Dates of the Records

Click or tap here to enter text.

Volume and Page Numbers Included

|  |  |
|--|--|
| The last volume is complete:   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to purchase a copy of the film, at an additional charge? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to purchase a CD of the images, at an additional charge? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to be informed when this shipment is received?           | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**OVER**

**Certification of the Preparation of Records for Microfilming**

- 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.
- We have boxed or bound (binder clips or rubber bands acceptable for copies) our records to ensure they will remain together.
- 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 if there are any irregularities (i.e. missing minutes, infrequent meetings), these must be described in a separate letter.
- We understand that there will be a charge for each new reel of film used for our records.**

\_\_\_\_\_  
Signature of Staff Contact      Date

\_\_\_\_\_  
Printed Name of RAU Staff      Signature of RAU Staff      Date

**For Completion After Original Minutes Have Been Returned**

\_\_\_\_\_  
Printed Name of Staff Contact      Signature of Staff Contact      Date

\_\_\_\_\_  
Printed Name of RAU Staff      Signature of RAU Staff      Date

**For Office Use Only:**

Records Transferred to Raleigh: \_\_\_\_\_      Initial Transfer Completed in AXAEM: \_\_\_\_\_  
Microfilming Ordered in AXAEM: \_\_\_\_\_      Records Returned to RAU: \_\_\_\_\_