

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: _____