

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:

Date the Records are Transferred to Raleigh: _____ Date the Initial Transfer is Completed in AXAEM: _____
Date the Microfilming is Ordered in AXAEM: _____ Date the Records are Transferred to Imaging Unit: _____

Acknowledgement of Return of Original Minutes to RAU
Imaging Unit staff and RAU staff must both sign this acknowledgement at the time the records are returned to RAU.

Printed Name of Imaging Unit Staff Signature of Imaging Unit Staff Date

Printed Name of RAU Staff Signature of RAU Staff Date