

# Guidelines for the Submission of Maps and Plats for Microfilming by the State Archives of North Carolina

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## Introduction

The State Archives microfilms county Register of Deeds offices' maps, plats, and indexes to maps and plats. The State Archives stores the silver nitrate original in its security vault.

The State Archives microfilms original and paper copy maps and plats, and plats in digital formats.

This workflow describes the process for county Register of Deeds offices to submit maps, plats, and indexes to the State Archives for microfilming.

NOTE: The State archives does not microfilm deed books or other permanent records of county Registers of Deeds. For county Register of Deeds' permanent records, such as real estate conveyances, the State Archives will store microfilm produced by commercial vendors. Microfilm must meet the applicable requirements of the American National Standards Institute (ANSI), the Association for Information and Image Management (AIIM) and the National Bureau of Standards (NBS).

## Originals and Paper Copies

### Preparation

- Organize maps and plats in the correct order, such as alphabetical, numerical, or chronological. Records are imaged in the exact order received.
- Remove all staples and paper clips. Separate all documents taped together.
- Unfold all documents and smooth out corner folds.
- Arrange variously sized documents so that the bottom edge of each page is evenly aligned.
- Identify the first and last dates of the records.
- If records are bundled in tubes, volumes etc., identify start and end dates, and the start and finish plat / sheet numbers within each bundle.

### Document Submission

- Complete a [Certification of the Preparation of Records for Microfilming](#) form, ensuring all sections are completed, and if necessary, using additional page(s) to list bundles. Appendix 1 links to an example form.
- The completed form(s) should be emailed to [colin.reeve@ncdcr.gov](mailto:colin.reeve@ncdcr.gov).
- Original maps and plats must not be mailed and must be physically transported to the State Archives Imaging Unit. Alternatively, contact [colin.reeve@ncdcr.gov](mailto:colin.reeve@ncdcr.gov) to arrange possible pickup and return of the original maps and plats.
- Copies of plats and maps should be mailed to:
  - Ruth Cody
  - Imaging Unit
  - Collection Management Branch
  - Division of Archives and Records
  - North Carolina Department of Cultural Resources
  - 4615 Mail Service Center, Raleigh, NC 27699-4615

## Electronic Records

### Preparation

- Digital maps and plats should be uncompressed, single page TIFFs, PDFs, or PDF/As with a minimum resolution of 300 dpi, and comply with the following:
  - Records are in the correct order
  - First and last dates of the records are identified
  - Records are in groups of 100s (100 records will fill a reel)
  - There are no folders within folders

Further information can be found in [Conversion of Electronic Records to Microfilm](#) published by the Archives' Imaging Unit.

- Bag the plats using the Library of Congress's Bagger software. Guidance for using Bagger can be found at <https://archives.ncdcr.gov/government/digital-records/north-carolina-digital-repository/bagger-gui-user-guide>

**NOTE: Unbagged materials will be returned to the Register of Deeds for bagging in order to maintain chain of custody for the records.**

- Plats need to be in order by volume / cabinet number and page, and the file-naming convention must reflect this information.
- Copy bags to a flash drive, hard drive, CD, or DVD, or arrange a transfer via ShareFile.

### Image Submission

- Complete a [Local Government Electronic Records Transfer](#) RC-2D form, ensuring all sections are completed. Appendix 2 links to an example form.
- The completed form(s) should be emailed to [colin.reeve@ncdcr.gov](mailto:colin.reeve@ncdcr.gov).
- Files can be submitted via a physical drive or FTP using ShareFile.

- Drives should be mailed to:  
Colin Reeve  
Department of Natural & Cultural Resources  
State archives of North Carolina  
215 N. Blount Street  
4615 Mail Service Center  
Raleigh, NC 27699-4615

After microfilming is completed, drives can be returned to the Register of Deeds office.

- For FTP transfers contact Colin Reeve ([colin.reeve@ncdcr.gov](mailto:colin.reeve@ncdcr.gov)) to obtain a ShareFile link.

## Appendices

**Appendix 1:** [Certification of the Preparation of Records for Microfilming](#)

**Appendix 2:** [Electronic Records Transfer RC2-D](#)