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

May 2022
Contents

Introduction ................................................................................................................................................................ 2
Originals and Paper Copies ......................................................................................................................................... 3
  Preparation ............................................................................................................................................................. 3
  Document Submission ............................................................................................................................................ 3
Electronic Records ...................................................................................................................................................... 4
  Preparation ............................................................................................................................................................. 4
  Image Submission ................................................................................................................................................... 4
Appendices .................................................................................................................................................................. 5
  Appendix 1: Certification of the Preparation of Records for Microfilming ............................................................. 5
  Appendix 2: Electronic Records Transfer RC2-D ..................................................................................................... 7
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 shows an example form.
- The completed form(s) should be emailed to 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 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.

  
  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 shows an example form.

- The completed form(s) should be emailed to 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) to obtain a ShareFile link.
Appendices

Appendix 1: Certification of the Preparation of Records for Microfilming

<table>
<thead>
<tr>
<th>Certification of the Preparation of Records for Microfilming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the county, municipality, or other public body that produced these records:</td>
</tr>
<tr>
<td>Example County</td>
</tr>
<tr>
<td>Examples: [city of Raleigh] [Martin County] [Triangle Council of Governments]</td>
</tr>
<tr>
<td>Name of the board, council, department, or agency:</td>
</tr>
<tr>
<td>Register of Deeds</td>
</tr>
<tr>
<td>Examples: [City Council] [Board of Commissioners] [ABC Commission] [Board of Delegates]</td>
</tr>
<tr>
<td>The records included with this form are:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Exact first and last dates of the records:</td>
</tr>
<tr>
<td>03/17/2018 - 03/14/2019</td>
</tr>
<tr>
<td>Please describe any irregularities, e.g. missing minutes, infrequent meetings, in a separate letter.</td>
</tr>
<tr>
<td>Volume and page numbers included:</td>
</tr>
<tr>
<td>See attached</td>
</tr>
<tr>
<td>Examples: [v. 112 (p. 259-482) - 112 (p. 1-122)] [Books 23-27] [Pages 15073 - 15993] [v. 45, continuous]</td>
</tr>
<tr>
<td>The last volume listed is complete:</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>Do you want to purchase a copy of the film, at an additional charge?</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>Do you want to purchase a CD of the images, at an additional charge?</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>Do you want to be informed when this shipment is received?</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>Do you want to be informed when the microfilming is completed?</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
</tbody>
</table>

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 filed in the order we have submitted them.

We understand that there will be a charge for each new reel of film used for our records.

Contact Information: Billing address:
Name: R. Deeds: PO Box 123 The Office Building
Email: rdeeds@example.countync.gov: Anywhere, NC 12345
Phone: 123-456-7890: |
Date: 01/23/2020: |
Certification of the Preparation of Records for Microfilming

Attachment

Name of the county, municipality, or other public body that produced these records:

Example County

Examples: [City of Raleigh] [Martin County] [Triangle Council of Governments]

Date:

Plan Slides 12000 - 12300

<table>
<thead>
<tr>
<th>Bundles</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tube 1:</td>
<td>12000 - 12075 08/27/2018 - 06/25/2018</td>
</tr>
<tr>
<td>Tube 2:</td>
<td>12076 - 12150 06/26/2018 - 09/30/2018</td>
</tr>
<tr>
<td>Tube 3:</td>
<td>12151 - 12225 10/01/2018 - 01/05/2019</td>
</tr>
<tr>
<td>Tube 4:</td>
<td>12226 - 12300 01/06/2019 - 03/14/2019</td>
</tr>
</tbody>
</table>
# Appendix 2: Electronic Records Transfer RC2-D

**Local Government Electronic Records Transfer**

**Rev. 2019**

## AGENCY INFORMATION

| Location and Agency [e.g., County/Municipality + Department of Social Services]: | Example County Register of Deeds |

**Agency Contact:**

| R. Deeds | 123-456-7890 | rdeeds@example.countync.gov |

| Name | Phone | E-mail |

| Billing Address: | PO Box 113, The Office Building, Anywhere, NC 12345 |

| Board, council, department, or agency (ex: City Council, Board of Commissioners): | Register of Deeds |

## RECORDS SERIES INFORMATION

What records are included in this transfer? (check all that apply)

- [ ] Minutes
- [ ] Attachments or Exhibits
- [ ] Adoption Records
- [ ] Ordinances
- [ ] Indexes
- [x] Other: Maps / Plats
- [ ] Resolutions
- [ ] Tax Records

Are there confidential records/information in this series?  

- [ ] Yes  
- [x] No

If yes, describe (e.g., SSNs, etc.):

---

## SUBMISSION INFORMATION PACKAGE

Creating entity (if different from agency information above):

---

If these records are from a database, please list the fields transferred:

---
Inclusive dates of records being transferred (ex: 10/02/1998-12/23/2002):

04/03/2017 – 03/22/2018

Dates created (if different):

For minutes, plats & maps:
Volume and page numbers included: Volume 39 pages 120-200 & Volume 40 pages 1-110
Examples: v. 112 (p.258-492) – v. 113 (p.1-122); Books 23-27; Pages 11873-13982; v. 43, continuous
Is the last volume listed complete? □ Yes X No

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.

Record Format and Documentation:
File Type (check all that apply):

Minutes, Adoption Records

Word processing □ PDF/A
Digital image □ XTIF(F) □ JPG □ PDF/A

Tax Records, Indexes

Plain text □ TXT □ CSV
Spreadsheet □ ODS □ CSV □ TXT □ PDF/A
□ XLS(X)

Software used to create/access records: Courthouse computer software and bagger to bag files

Are there any spreadsheets being transferred: □ Yes □ No

If yes, please specify any cell formulae used:

Supporting Documentation transferred (e.g., index, data dictionary, metadata codes, system documentation, etc.):

________________________________________
Special Instructions:

Please add volume 39 files with previous volume 39 files. Put volume 40 on new roll

<table>
<thead>
<tr>
<th>Physical Media</th>
<th>Bag Name</th>
<th>Number of Files</th>
<th>Total Size of Bag</th>
<th>File Formats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flash drive</td>
<td>Example_plats_2017-2018</td>
<td>189</td>
<td>32.4 MB</td>
<td>TIF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals for the entire transfer:</td>
<td>189</td>
<td>32.4 MB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Media used for transfer (choose one):

- [ ] hard drive
- [x] flash drive
- [ ] CD
- [ ] DVD
- [ ] FTP

For all media except file transfer protocol (FTP), choose one:

- [ ] Agency-owned media: please return with electronic records intact
- [ ] Agency-owned media: please destroy electronic records and return media intact
- [ ] Agency-owned media: please destroy media and copies of records after filming
- [ ] Agency-owned media: please destroy media and retain copies of records permanently

Acknowledgement of fees for microfilming:

[ ] We understand that there will be a charge for each new reel of film used for our records.

Do you want to purchase a copy of the film, at an additional charge? [ ] Yes [x] No
In which format would you like to purchase copies of the film? [ ] Film [ ] CD
Do you want to be informed when the microfilming has been completed? [ ] Yes [ ] No

Date of Transfer: ________________________________

Signature of Agency Representative: ________________________________
Electronic Records Preparation Checklist

This checklist is to assist local records managers in the preparation of electronic records to be transferred to the State Archives for imaging or for permanent retention in the State Archives. Please complete the checklist prior to transfer of records.

- Electronic records are uncompressed, single-page TIFFs, PDFs, or PDF/A's.
- Electronic records were reviewed for accuracy, page numbers, volume and book numbers, and dates match the printed records.
- □ Electronic records number at least 600 pages and represent complete volumes.
- Electronic records number at least 600 pages and represent complete volumes.
- File names are no longer than 25 characters and are alphanumeric with no special characters and no blank spaces.
- □ Files are named so that a computer sorts the files in proper page number or date order of the records, i.e. the same order as the paper records. Consult the State Archives’ Best Practices for File Naming.
- Electronic records are grouped together in folders by record type, then by volume or year. The parent folder is named for the type of record. Subfolders are named for the year or the volume. The folder structure is no more than 2 levels.
- □ Electronic records are bagged using Library of Congress’ Bagger software.
- □ Electronic records are compressed into .zip files (For secure file transfer only).
### FOR INTERNAL USE ONLY

<table>
<thead>
<tr>
<th>Records received</th>
<th>Unit</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag list verified</td>
<td>RAU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records sent to imaging unit</td>
<td>DSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records validated</td>
<td>DSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixity check before quarantine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virus check before quarantine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixity check after quarantine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virus check after quarantine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records accessioned</td>
<td>RDU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm records receipt with agency</td>
<td>RAU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records accepted into digital repository</td>
<td>DSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copies of transfer:</td>
<td>RAU/DSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Destroyed after filming</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Retained Permanently</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical media disposition:</td>
<td>RAU/DSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ returned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ destroyed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location of records in digital repository: