



Local Government Electronic Records Transfer

Rev. 2019

AGENCY INFORMATION

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

Agency Contact:

Name	Phone	E-mail
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Billing Address:

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

RECORDS SERIES INFORMATION

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

- Minutes
- Attachments or Exhibits
- Adoption Records
- Ordinances
- Indexes
- Other:
- Resolutions
- Tax Records

Are there confidential records/information in this series? Yes 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:

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 814-6900
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823

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

Dates created (if different): _____

For minutes:

Volume and page numbers included: _____
 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 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 TIF(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: _____

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.):

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Special Instructions:

Bag List and Description (See [Bagger GUI User Guide](#), pages 18-19, for instructions on naming bags.)

Physical Media	Bag Name	Number of Files	Total Size of Bag	File Formats
Totals for the entire transfer:				

Media used for transfer (choose one):

- hard drive
 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 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: _____

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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/As.
- 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.
- 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).

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	State Courier 51-81-20	



FOR INTERNAL USE ONLY

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

Location of records in digital repository: _____

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