



Certification of the Preparation of Records for Microfilming

Name of the County, Municipality, or Other Public Body that Produced These Records
(i.e. City of Raleigh, Martin County, Triangle J Council of Governments, etc.)

Name of the Board, Council, Department, or Agency:
(i.e. City Council, Board of Commissioners, ABC Commission, Board of Delegates)

Name of Staff Contact

Telephone

Email

Billing Address

Items Received:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Minutes | <input type="checkbox"/> Attachments or Exhibits |
| <input type="checkbox"/> Ordinances | <input type="checkbox"/> Indexes |
| <input type="checkbox"/> Resolutions | <input type="checkbox"/> Other: |

Original Record or Copy

Exact First and Last Dates of the Records

Volume and Page Numbers Included

- | | |
|--|--|
| The last volume is complete: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to purchase a copy of the film, at an additional charge? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to purchase a CD of the images, at an additional charge? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to be informed when this shipment is received? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

OVER

- 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: _____