

DEPARTMENT OF SECRETARY OF STATE  
LAND RECORDS MANAGEMENT PROGRAM

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

LAND RECORDS MANAGEMENT PROGRAM

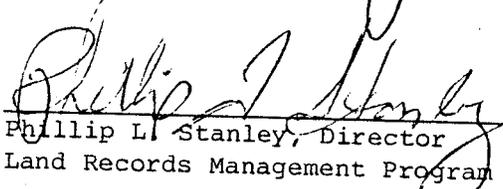
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed.

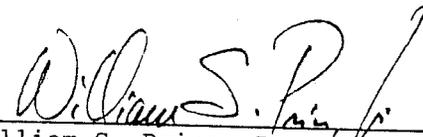
LAND RECORDS MANAGEMENT PROGRAM

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

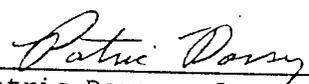
  
\_\_\_\_\_  
Judy B. Chapman, Chief Records Officer  
Department of Secretary of State

  
\_\_\_\_\_  
Phillip L. Stanley, Director  
Land Records Management Program

  
\_\_\_\_\_  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
\_\_\_\_\_  
Rufus L. Edmisten, Secretary of State  
Department of Secretary of State

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

February 14, 1992

**This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.**

DWM

DEPARTMENT OF SECRETARY OF STATE  
LAND RECORDS MANAGEMENT PROGRAM

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

LAND RECORDS MANAGEMENT PROGRAM

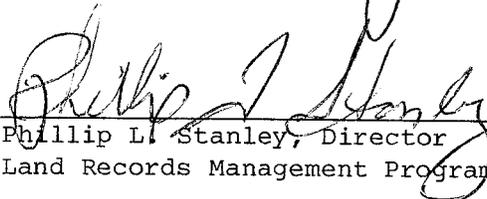
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

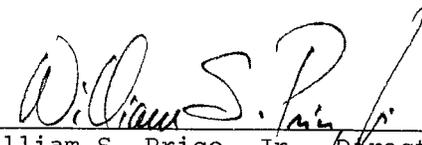
LAND RECORDS MANAGEMENT PROGRAM

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

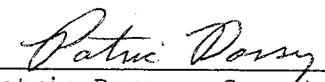
  
\_\_\_\_\_  
Judy B. Chapman, Chief Records Officer  
Department of Secretary of State

  
\_\_\_\_\_  
Phillip L. Stanley, Director  
Land Records Management Program

  
\_\_\_\_\_  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
\_\_\_\_\_  
Rufus L. Edmisten, Secretary of State  
Department of Secretary of State

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

February 14, 1992

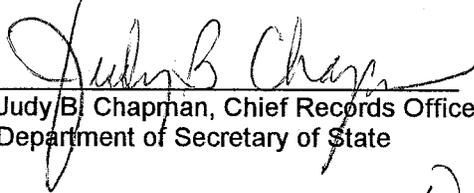
DWM

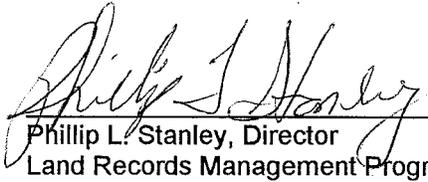
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

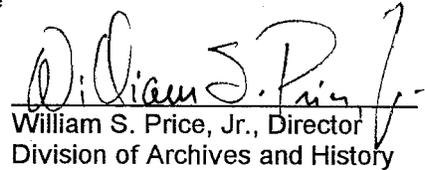
DEPARTMENT OF SECRETARY OF STATE  
LAND RECORDS MANAGEMENT PROGRAM

Amend the records retention and disposition schedule approved February 14, 1992, by changing the disposition instructions of Item 17196 and by adding Items 36756 and 36757 as shown on substitute pages dated March 25, 1994.

APPROVAL RECOMMENDED

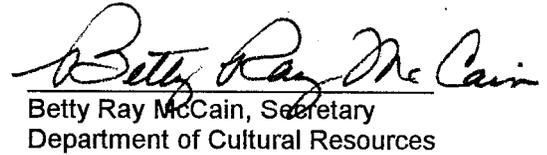
  
Judy B. Chapman, Chief Records Officer  
Department of Secretary of State

  
Phillip L. Stanley, Director  
Land Records Management Program

  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
Rufus L. Edmisten, Secretary of State  
Department of Secretary of State

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

March 25, 1994

DWM

DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
LAND RECORDS MANAGEMENT SECTION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**LAND RECORDS MANAGEMENT SECTION**

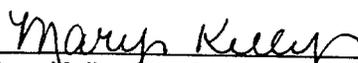
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

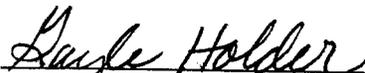
**LAND RECORDS MANAGEMENT SECTION**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

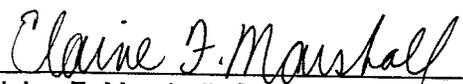
  
\_\_\_\_\_  
Mary Kelly, Chief Records Officer  
Department of the Secretary of State

  
\_\_\_\_\_  
Rex Minneman, Director  
Land Records Management Section

  
\_\_\_\_\_  
Gayle Holder, Director  
Certification and Filing Division

  
\_\_\_\_\_  
Jeffrey J. Crow, Deputy Secretary  
Office of Archives and History

**APPROVED**

  
\_\_\_\_\_  
Elaine F. Marshall, Secretary of State  
Department of the Secretary of State

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

January 30, 2004

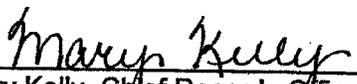
LDR

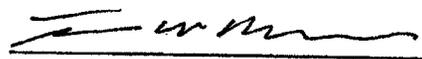
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

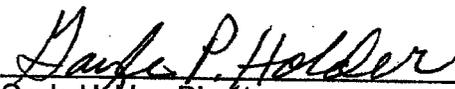
DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATE AND FILING DIVISION  
LAND RECORDS MANAGEMENT SECTION

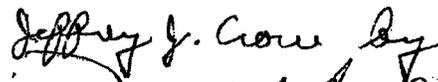
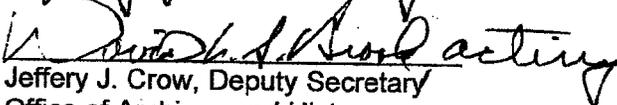
Amend the program records retention and disposition schedule approved January 30, 2004 by amending item 15641 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

  
Mary Kelly, Chief Records Officer  
Department of the Secretary of State

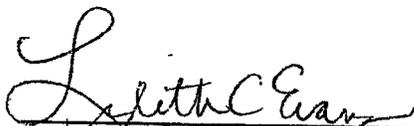
  
Tom Morgan, Director  
Land Records Management Section

  
Gayle Holder, Director  
Certification and Filing Division

  
  
Jeffery J. Crow, Deputy Secretary  
Office of Archives and History

APPROVED

  
Elaine F. Marshall, Secretary  
Department of the Secretary of State

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

September 12, 2008

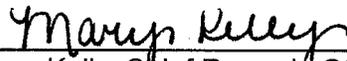
PDI

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

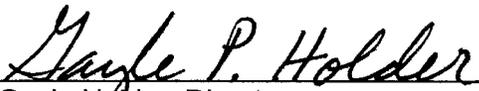
DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
Land Records management Section

Amend the program records retention and disposition schedule approved January 30, 2004 and amended date September 12, 2008 by adding item 48530 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Mary Kelly, Chief Records Officer  
Department of the Secretary of State



Gayle Holder, Director  
Certification and Filing Division

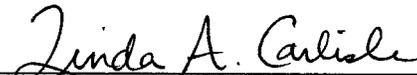


David Brook, Director  
Division of Historical Resources

APPROVED



Elaine F. Marshall, Secretary  
Department of the Secretary of State



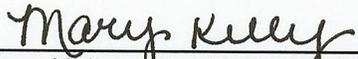
Linda A. Carlisle, Secretary  
Department of Cultural Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
LAND RECORDS MANAGEMENT SECTION**

Amend the program records retention and disposition schedule approved February 14, 1992, and amendment March 24, 1994, January 20, 2004, September 12, 2008, June 26, 2009 by editing item 3902 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

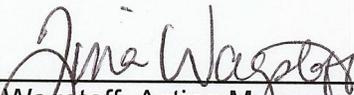
**APPROVAL RECOMMENDED**



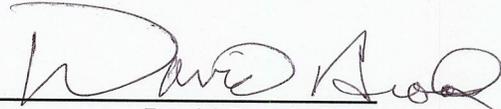
Mary Kelly, Chief Records Officer  
Department of the Secretary of State



Tom Morgan, Director  
Land Records Management Section  
Department of the Secretary of State

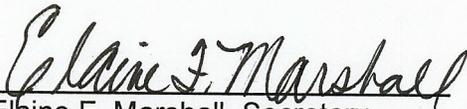


Tina Wagstaff, Acting Manager  
Certification and Filing Division  
Department of the Secretary of State

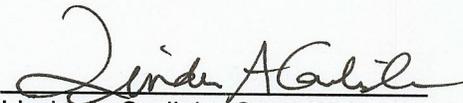


David Brook, Director  
Division of Historical Resources

**APPROVED**



Elaine F. Marshall, Secretary  
Department of the Secretary of State



Linda A. Carlisle, Secretary  
Department of Cultural Resources

January 30, 2011

PDI

**DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
LAND RECORDS MANAGEMENT SECTION**

**ITEM 3902. ANNEXATION ORDINANCES AND MAPS FILE.** Annexation ordinances and maps submitted by municipalities in North Carolina. Annexation ordinance number, name of municipality and county, date received, effective date of annexation, and other related data are entered into the Annexation Ordinances and Maps Database (Electronic) File (Item 47032).

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Retain electronic records in office permanently. Transfer paper records to the State Records Center 2 years after all quality control procedures have been completed. Paper records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 10917. ADVISORY COMMITTEE ON LAND RECORDS MINUTES FILE.** Approved meeting minutes of the Advisory Committee on Land Records.

DISPOSITION INSTRUCTIONS: Item discontinued. Microfilm records currently held in the State Records Center for permanent storage in the security vault. Paper records will be returned to agency after microfilming and retained in office permanently.

**ITEM 15641. LEGISLATIVE INDEX (1800-1960) FILE.** Index to all private acts passed in North Carolina between 1800 and 1960. Information concerning each act includes the name of act, town affected by act, summary of act, chapter of the law, and year in which act was passed. Index of accession log date extends from the early 1800s through to 1960 and indexed by municipalities.

DISPOSITION INSTRUCTIONS: Scan paper record in office. Destroy electronic records when reference value ends. Transfer paper records to the State Records Center for immediate transfer to the custody of the Archives within 90 days after all quality control procedures have been completed for scanning.

**ITEM 17192. MAP CORRESPONDENCE FILE.** Correspondence with various counties and mapping firms concerning the mapping of each county. File also includes general office correspondence.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 17196. DIAPOSITIVE FILE.** Records concerning end results of mapping projects with counties. File includes diapositive film, control prints, analytical printouts, aerial film, and other related records. Amended 3-25-94

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred to appropriate counties.

**ITEM 33000. ASSOCIATION OF REGISTERS OF DEEDS FILE.** Records concerning the Association of Registers of Deeds. File includes correspondence, reports, reference copies of meeting minutes, project proposals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
LAND RECORDS MANAGEMENT SECTION**

**ITEM 36756. MINIMUM CERTIFICATION PROGRAM FOR LOCAL GOVERNMENT PROPERTY**

**MAPPERS FILE.** Records concerning the certification of local government property mappers. File includes applications, mailing lists, reference copies of cash receipt journals and certificates, and other related records. Mapper's name, address, title of position, name of county, and other related data is entered into the State Certified Property Mapper (Database) File (Item 47033).

DISPOSITION INSTRUCTIONS: Destroy in office cash receipt journals after 2 years. Destroy in office mailing lists when superseded or obsolete. Destroy in office remaining records after 5 years.

**ITEM 47029. CHARTER AMENDMENTS FILE.** Records in paper and electronic formats concerning amendments to municipal charters. (File maintenance and backup procedures conducted by Information Technology Services (ITS)).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47030. MISCELLANEOUS MAPS FILE.** Various maps of rivers, roads, watersheds, and other locations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47031. COUNTY/STATE BOUNDARY MAPS FILE.** County or State boundary maps recorded and filed with the Secretary of State.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47032. ANNEXATION ORDINANCE AND MAPS DATABASE (ELECTRONIC) FILE.** Electronic records concerning the certification of local government property mappers. File includes annexation ordinance number, name of municipality and county, date received, effective date of annexation, and other related information. (File maintenance and backup procedures conducted by Information Technology Services (ITS)).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 47033. STATE CERTIFIED PROPERTY MAPPER DATABASE (ELECTRONIC) FILE.** Electronic records concerning the certification of local government property mappers. File includes mapper's name, address, title of position, name of county, and other related data. (File maintenance and backup procedures conducted by Information Technology Services (ITS)).

DISPOSITION INSTRUCTIONS: Update in office when superseded or obsolete.

**ITEM 48530. HISTORIC CHARTERS AND AMENDMENTS FILE.** Records in paper and electronic formats concerning accepted and denied charters and amendments to charters dating from the 1880's to the 1960's. File includes petitions, drawings and correspondence. (File maintenance and backup procedures conducted by Information Technology Services (ITS)).

DISPOSITION INSTRUCTIONS: Transfer paper records immediately to the State Records Center for immediate transfer to the Archives. Retain electronic records in office permanently.

**DEPARTMENT OF THE SECRETARY OF STATE  
LAND RECORDS MANAGEMENT SECTION**

**ITEM 17195. GRANTS FILE.** Records concerning grants received by various counties for mapping projects. File includes correspondence with county officials, quarterly reports received from the various counties, reference copies of grants, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after termination of contract with mapping firm and when released from all audits, whichever occurs later.

**ITEM 36757. PROPERTY MAPPERS ASSOCIATION MINUTES FILE.** Official minutes of meetings of the North Carolina Property Mappers Association (NCPMA) Certification Board. (This is an essential agency record.) Amended 3-25-94

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.