

DEPARTMENT OF THE SECRETARY OF STATE  
CERTIFICATION AND FILING DIVISION  
NOTARY PUBLIC SECTION

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

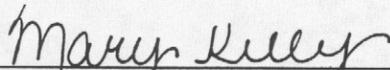
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition 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

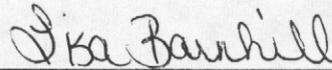
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

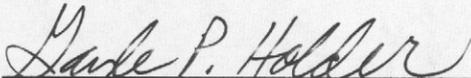
APPROVAL RECOMMENDED



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



Lisa Barnhill, Supervisor  
Notary Public Section

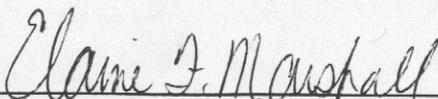


Gayle Holder, Director  
Certification and Filing Division

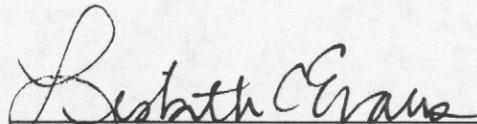


David J. Olson, Director  
Division of Historical Resources

APPROVED



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



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

**DEPARTMENT OF THE SECRETARY OF STATE  
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**Item 2924. NORTH CAROLINA OATHS SHEETS FORMS FILE.** Records in paper and electronic formats concerning those who have been certified and commissioned as notaries public. File includes certification forms for commissioned notaries. Notaries' names, certification numbers, dates of certifications, and other related data are entered into the Notaries Public History Database and routinely updated.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when administrative value ends. Retain in office paper records permanently.

**Item 2925. NOTARY DEPOSIT JOURNAL FILE.** Reference copies of certification forms for notary public necessary for audit purposes.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Item 17110. NOTARY PUBLIC DIVISION CORRESPONDENCE FILE.** Correspondence in paper and electronic formats from the Notary Public Division concerning its activities and programs. File also includes responses to requests for information, and reference copies of community colleges' course outlines.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy electronic versions of records that were filed when administrative value ends. Destroy in office responses to requests for information after 2 years. Destroy in office course outlines when superseded or obsolete. Transfer remaining correspondence to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 17112. NOTARIES APPLICATIONS (INITIAL APPOINTMENT AND REAPPOINTMENT) FILE.**  
Applications for appointment and reappointment of notaries public.

DISPOSITION INSTRUCTIONS: Transfer records to Notaries Public History File (Item 18034) immediately. Return records currently stored in the State Records Center to the agency immediately to be combined with Notaries Public History File (Item 18034).

**Item 17113. CARD INDEX TO NOTARIES PUBLIC FILE.** Index cards listing each notary public certified in the state. Index cards list Notaries' names, addresses, counties of residence, dates and numbers of certifications, and other related data.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**Item 18034. NOTARIES PUBLIC HISTORY FILE.** Records in paper and electronic formats concerning each notary public certified in the state. File includes notaries applications (initial appointment and reappointment), notaries address changes, notaries applications (name changes), notaries resignations, revocation of notaries commissions, complaints, and other related records. Notaries' names, addresses, social security numbers, and counties of residence; effective and expiration dates of commissions; oath dates; certification numbers; and other related data are entered into Notaries Public History Database. (Comply with applicable provisions of 5 USC 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS)).

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Scan in office paper records onto optical disk after data is entered into Notaries Public History Database. Transfer paper copies of scanned records to the State Records after all quality control procedures have been completed. Paper records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office scanned data when superseded or obsolete.

**Item 33122. NOTARIES ADDRESS CHANGES FILE.** Records concerning commissioned notaries public whose addresses have changed. File includes signed notices submitted by notaries listing old and new addresses.

DISPOSITION INSTRUCTIONS: Transfer records to Notaries Public History File (Item 18034) immediately. Return records currently stored in the State Records Center to the agency immediately to be combined with Notaries Public History File (Item 18034).

**Item 33123. NOTARIES APPLICATIONS (NAME CHANGES) FILE.** Records concerning commissioned notaries public whose names have changed. File includes applications submitted by notaries listing new names.

DISPOSITION INSTRUCTIONS: Transfer records to Notaries Public History File (Item 18034) immediately. Return records currently stored in the State Records Center to the agency immediately to be combined with Notaries Public History File (Item 18034).

**Item 33124. NOTARIES RESIGNATIONS FILE.** Records concerning notaries public who resign their commissions. File includes signed notices submitted by notaries indicating effective dates of resignations.

DISPOSITION INSTRUCTIONS: Transfer records to Notaries Public History File (Item 18034) immediately. Return records currently stored in the State Records Center to the agency immediately to be combined with Notaries Public History File (Item 18034).

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**Item 33125. REVOCATION OF NOTARIES COMMISSIONS FILE.** Records concerning notaries public whose commissions have been revoked. File includes correspondence to and from notaries, descriptions of complaints, notaries' responses to complaints, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records to Notaries Public History File (Item 18034) immediately. Return records currently stored in the State Records Center to the agency immediately to be combined with Notaries Public History File (Item 18034).

**Item 35860. COMPLAINTS FILE.** Correspondence received by the Notary Public Division outlining complaints against notaries public.

DISPOSITION INSTRUCTIONS: Transfer records to Notaries Public History File (Item 18034) immediately. Return records currently stored in the State Records Center to the agency immediately to be combined with Notaries Public History File (Item 18034).

**Item 35862. LOST OR STOLEN SEALS FILE.** Notifications submitted by notaries public indicating that a notarial seal has been lost or stolen.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after seal is reissued.