

**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT
ADMINISTRATIVE OFFICE OF THE COURTS**

**REQUEST FOR APPROVAL FOR
TRANSFER OF CLERK OF SUPERIOR
COURT ARCHIVAL RECORDS**

G.S. 121-5, 132-3

I certify, to the best of my knowledge, that the records listed below can be transferred in accordance with the retention period established by the Records Retention and Disposition Schedule issued by the Division of Archives and Records of the Department of Natural and Cultural Resources, and endorsed by the North Carolina Administrative Office of the Courts, pursuant to G.S. 7A-109, 7A-343, 121-5, and 132-3 of the North Carolina General Statutes.

<i>Name Of County</i>	<i>Date Of Request</i>	<i>Name Of Clerk Of Superior Court</i>
<i>CSC Point Of Contact</i>	<i>Contact Phone/Extension</i>	<i>Signature Of Clerk Of Superior Court</i>

NOTE: All sections of the table below (except for the sections in the column on the far right) must be completed. See instructions on reverse side. Fax request to (919) 890-1938 to the attention of the NCAOC Records Officer.

Record Title/Description <i>(as listed in Retention Schedule)</i>	Inclusive Dates	Quantity	Retention Page No.	Retention Item No.	Comments	Approval <i>(to be completed by NCAOC Records Officer)</i>
						Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
						Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
						Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No

FOR NCAOC USE ONLY

<i>Name Of NCAOC Records Officer</i>	<i>Date</i>	<i>Signature Of NCAOC Records Officer</i>
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RECORDS RECEIVED BY DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

<i>Received By (print name)</i>	<i>Date Received</i>	<i>Signature Of Receiver</i>
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INSTRUCTIONS

- Record Title:** Use series title as listed in Records Retention Schedule.
- Inclusive Dates:** List beginning date, through and including ending date (e.g., 1932-1968).
- Quantity:** List the number of file drawers, cabinets, books, boxes, etc., (e.g., 24 books, 150 shuck drawers).
- Retention Page Number:** Using the current Records Retention and Disposition Schedule, list the page number on which the series appears (e.g., Page 8.3).
- Retention Item Number:** Using the current Records Retention and Disposition Schedule, list the item number assigned to a specific record(s) (e.g., Item 17).
- Comments:** If there is a pressing need to transfer records prior to their retention period (e.g., transferring pre-Court Reform Criminal Case Files/Papers early), list the justification in the Comments field. Justifications might include space constraints or preservation concerns. Requests for early transfers must be made in writing and addressed to the Director of the NCAOC, the NCAOC Records Officer, and the State Archives.
- Approval:** To be completed by the NCAOC Records Officer. Forward approved requests to transfer series to the State Archives at records@ncdcr.gov.
- Forward to NCAOC Records Officer:** When this form is completed as a paper document it should be signed by the elected clerk and transmitted to the NCAOC Records Officer. (Fax number for the NCAOC Records Officer is (919) 890-1938.)
- Records Received by Department of Natural and Cultural Resources:** When a Department of Natural and Cultural Resources employee receives the records listed on this form, he or she should sign the form, providing his or her name and the date the records were received. The NCAOC Records Officer retains the original signed form; the Department of Natural and Cultural Resources employee who receives the records may request a copy of the signed form.