REGISTER OF DEEDS
RECORDS RETENTION AND DISPOSTION SCHEDULE
AMENDMENTS

STANDARD-6. PROGRAM OPERATIONAL RECORDS

Amend the records retention and disposition schedule for Register of Deeds published August 15, 2003 by amending item 2 **Armed Forces Discharges Removal Request Forms** as shown on substitute page 32, item 23 **Marriage Licenses** as shown on substitute page 37, and item 39 **Uniform Commercial Code** as shown on substitute page 42. Also, by adding item 47 **ARMED FORCES DISCHARGES AUTHORIZATION TO RECORD AND REQUEST COPY FORMS**, item 48 **ARMED FORCES DISCHARGES PRESENTATION FOR RECORDING FORMS**, and item 49 **ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS** as shown on page 43a.

APPROVAL RECOMMENDED

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Register of Deeds

David Brook, Director
Division of Historical Resources

APPROVED

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Chairman,
Board of County Commissioners

Lisbeth Evans, Secretary
Department of Cultural Resources

STANDARD-6. PROGRAM OPERATIONAL RECORDS.

Records received, recorded, and created in the Register of Deeds offices in order to meet statutory requirements.

Many of the records in the Register of Deeds Office are permanent records with a high degree of legal, administrative, and historical value. They are to be retained permanently and safeguarded from all damage. Creating microfilm copies of all of these records is a proven method of creating a preservation copy, which may be stored in the film vault of the State Archives. These records may be reproduced by electronic or computer processes, but no digital copy may serve as the official preservation duplicate as defined by G.S. § 132-8.2. Any county wishing to dispose of any of these records must first contact the Government Records Branch to inquire whether the State Archives wishes to take custody.

Permanent records may not be intentionally destroyed without written permission from the Department of Cultural Resources.

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	**ARMED FORCES DISCHARGES AND INDEX** Official copies of military discharges and indexes.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval. c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.	Comply with applicable provisions of G.S. § 47-113.2 regarding the confidential safekeeping and restricted access of military discharge records.
2. †	**ARMED FORCES DISCHARGE REMOVAL REQUEST FORMS** Forms and related records documenting a veteran's request to have discharges papers removed from the office's recorded instruments.	Retain in office permanently.	G.S. § 47-113.1 Repealed by Session Laws 2003-248.
3.	**BOARD OF COUNTY COMMISSIONERS MINUTE BOOKS**	Retain in office permanently.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, p age5.*

***Records in this series that are more than 60 years old, or have severe conservation concerns may be offered to the State Archives for permanent transfer.*

†Amended April 1, 2004.

23. †	**MARRIAGE LICENSES** Original endorsed marriage licenses returned to the Register of Deeds by the magistrate or minister. Includes delayed marriage certificates and supporting documentation.	a) Retain original licenses permanently. Forward copy of "Application, License and Certificate of Marriage" forms to the Office of Vital Records.** b) Destroy in office after 5 years all supporting proofs, worksheets, applications (green sheets), affidavits, court orders, and related records submitted when applying for or seeking corrections to a license. Before destroying, all applications for which the executed licenses are not returned should be listed on the marriage index for use in preparing a delayed marriage records.* c) Records which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	G.S. § 51-8 G.S. § 51-21(4) G.S. § 51-18.1
24.	**MARRIAGE REGISTER** Register of all marriages in the county. Includes, but is not limited to, the full name of the husband and wife, the date the ceremony was preformed and the location of the original license and return.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	G.S. § 51-18
25.	**MERCHANT RETURNS AND INDEX** Merchant's annual reports of total wholesale purchases made, used in determining franchise tax.	Series discontinued. Destroy in office upon State Archives approval.	
26.	**MERIDIAN RECORDS AND INDEX** Records of the testing of surveyor's instruments. Includes date tested, direction and amount of declination from the county meridian line, and signature of the surveyor.	Series discontinued. Transfer to the State Archives.	

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†Amended April 1, 2004.

39. †	UNIFORM COMMERCIAL CODE	a) Retain all filings recorded with real property records permanently. b) Destroy in office after July 1, 2008 all filings which were effective on July 1, 2001. c) Destroy in office all filing not covered in a) or b) when administrative value ends.	G.S. § 25, Article 9
40.	**VITAL RECORDS: AMENDMENTS** Records submitted as evidence to amend, correct, or replace a birth or death certificate issued by the Office of Vital Records.	a) Destroy in office 1 year after amendment and/or correction was approved or request was denied or withdrawn. b) Return to Office of Vital Records copies of certificates involving adoptions, legitimations or other registrants when a new certificate was received.	G.S. § 130A, Article 4 G.S. § 48-9-107(d) 15A NCAC 19H sections .0900, .1000 and .1100
41.	**VITAL RECORDS: APPLICATIONS FOR CERTIFIED COPIES** Application forms completed by persons seeking certified copies of birth, death or marriage certificates.	a) Destroy in office 1 year from date of request if copies are issued and/or received by requestor. b) Destroy in office 3 years from date of request if copies are not issued and/or received by requestor.	G.S. § 130A, Article 4
42.	**VITAL RECORDS: BIRTHS AND INDEX** Official copies of birth certificates deposited with the Register of Deeds by the local Health Department.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, p age5.*

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†Amended April 1, 2004.

47. †	**ARMED FORCES DISCHARGES AUTHORIZATION TO RECORD AND REQUEST COPY FORMS** Forms used to give an authorized agent or representative the authority to record or request a copy of a discharge.	Retain with the related "Presentation for Recording" form, Standard-6, Item 48, page 43a; or with the related "Request for Copy" form, Standard-6, Item 49, page 43a.	G.S. § 47-113.2
48. †	**ARMED FORCES DISCHARGES PRESENTATION FOR RECORDING FORMS** Forms completed and signed by an authorized party when presenting a discharge for recording.	a) Destroy in office 1 year from date discharge is filed. b) Retain in office permanently if form is filed with the armed forces discharge record.	G.S. § 47-113.2
49. †	**ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS** Forms completed by persons requesting copies of discharge records.	Destroy in office 1 year from date received.	Comply with applicable provisions of G.S. § 47-113.2(e2) regarding the confidential safekeeping and restricted access of request forms.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, p age5.*

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