

COUNTY REGISTER OF DEEDS

RECORDS RETENTION AND DISPOSITION SCHEDULE



Issued By:



North Carolina Department of Natural and Cultural Resources

Division of Archives and Records

Government Records Section

April 13, 2026

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APPROVAL

2026 County Register of Deeds Records Retention and Disposition Schedule

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the program operational records in the **2026 County Register of Deeds Records Retention and Disposition Schedule**:

10. Land and Property Records
11. License, Oath, and Registration Records
12. Marriage and Vital Statistic Records
13. Miscellaneous Records
14. Inactive Records

In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources (DNCR) to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) When used in an approved records retention and disposition schedule, the provision that paper records are to be destroyed means that the records shall be:

1. burned, unless prohibited by local ordinance;
2. shredded or torn so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

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.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly’s definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section.

Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

Record Copy

A record copy is defined as "The single copy of a document, often the original, that is designated as the official copy for reference and preservation."¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, "while you were out" slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they must be retained according to the disposition instructions for the records series encompassing the forms' function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.



Name: RACHEL THOMAS

Title: Register of Deeds

APPROVAL RECOMMENDED

Kelly Clark Policelli

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Policelli
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Kelly Clark Policelli, Director

Division of Archives and Records

APPROVED

Pamela B.
Cashwell

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Name: BRYAN KING

Title: Chair, Board of Commissioners

Pamela B. Cashwell, Secretary

Department of Natural and Cultural Resources

County: RUTHERFORD

2026 County Register of Deeds Records Retention and Disposition Schedule

Effective Date: April 13, 2026

EXECUTIVE SUMMARY

According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy any record, no matter how insignificant.

Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter".² Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."

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. Any county that has preservation or conservation concerns records regarding these records should consult with the Government Records Section to inquire whether the State Archives wishes to take custody. Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.

E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.

The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices.

The State Archives of North Carolina creates preservation duplicates for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats and provides security storage for those preservation duplicates. Agencies can

² Society of American Archivists, *Dictionary of Archives Terminology*.

request copies of the digital images made during this process. Contact the appropriate [Records Management Analyst](#) to begin this process.

These records may also be reproduced by electronic or computer processes, but no digital copy may serve as the official preservation duplicate as defined by N.C. General Statute § 132-8.2. Per the General Statute, preservation duplicates shall be:

“durable, accurate, complete and clear, and such duplicates made by a photographic, photostatic, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not.”³

If you have records that are not listed in this schedule, contact a [Records Management Analyst](#). An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, an analyst will provide a Request for Disposal of Unscheduled Records form for you to complete. If the records are an active records series, an analyst will work with you to add it to the next update of this schedule.

³ North Carolina General Statute § 132-8.2: *Selection and preservation of records considered essential; making or designation of preservation duplicates; force and effect of duplicates or copies thereof.*

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Certain disposition instructions may include one of the following symbols that indicate further instructions:

- ** Bound records in this series that are more than 30 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.
- ± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of the record
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location. Sample records series title and description with cross reference included:

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, Page A-6.

STANDARD 10: LAND AND PROPERTY RECORDS

Official records related to ownership, transfer, and leasing of land and property.

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.01	<p>DEEDS, RECORD OF AND INDEX</p> <p>Official copies of deeds in order of registration.</p>	<p>a) Retain official copies in office permanently.**</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ±</p> <p>Agency Policy: Destroy in office after <u> 2 YEARS </u></p>	<p><u>Authority</u> G.S. 47-17.1 G.S. 47-17.2 G.S. 161-14 G.S. 161-21</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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± The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.02	<p>DEEDS OF TRUST (MORTGAGES), RECORD OF AND INDEX</p> <p>Official copies of deeds of trust (mortgages) in order of registration, including foreclosures.</p>	<p>a) Retain official copies in office permanently.**</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. †</p> <p>Agency Policy: Destroy in office after <u>2 YEARS</u></p>	<p><u>Authority</u> G.S. 45-6 G.S. 45-21.01 G.S. 45-36.6 G.S. 45-36.10 G.S. 45-36.17-24 G.S. 45-37.1-2 G.S. 45-42.1 G.S. 45-42.3 G.S. 45-82.1-3 G.S. 47-1 G.S. 47-17.1-2 G.S. 47-18 G.S. 47-20 G.S. 47-20.1-5 G.S. 161-14</p>
10.03	<p>HIGHWAY RIGHT-OF-WAY MAPS AND INDEX</p> <p>Plan and profile sheets of the final right-of-way plans for all department of transportation projects under which the right-of-way or other interest in real property is acquired or access is controlled.</p>	<p>a) Retain in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p>	<p><u>Authority</u> G.S. 136-19.4</p> <p><u>Retention</u> G.S. 136-19.4(b)</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.04	LAND ENTRY BOOK Record of entries of claims to vacant land. Includes name of person entering claim, description of land claimed, and date claim was filed.	a) Retain in office permanently.** b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	
10.05	LAND GRANT REGISTER Records of grants from the Office of the Secretary of State obtained by any person.	a) Retain in office permanently.** b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	
10.06	MINERAL RIGHTS RECORDS AND INDEX Records regarding the recording of subsurface rights, title or property in an area.	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 of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. † Agency Policy: Destroy in office after <u> 2 YEARS </u>	<u>Authority</u> G.S. 1-42 G.S. 1-42.1-9 G.S. 161-22

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.07	<p>OFFICIAL RECORD BOOK AND INDEX</p> <p>In some offices recorded records (instruments) are compiled in one "official record book," while other offices compile each type separately. These combined books may include deeds, deeds of trust, satisfactions, withdrawals, transfers, releases, contracts, condemnation, corporations, bankruptcies, farm names, farmland districts, timber marks, historic landmarks, waste disposals, renunciations, tax waivers, exemptions orders, etc.</p> <p><i>Note: Some older Official Record Books may contain Armed Forces Discharges. These should no longer be filed in Official Record Books.</i></p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. †</p> <p>Agency Policy: Destroy in office after <u>2 YEARS</u></p>	<p><u>Authority</u> G.S. 161-14.01 G.S. 161-21 G.S. 161-22</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.08	<p>PETROLEUM LEASES REGISTER</p> <p>Records indicating the leases which have been renewed for the ensuing year by every person, firm or corporation holding petroleum leases within the county.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ±</p> <p>Agency Policy: Destroy in office after <u>2 YEARS</u></p>	<p>Authority G.S. 113-414</p>
10.09	<p>PLATS, MAPS, AND INDEX</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 30 years.</p>	<p>Authority G.S. 47-30</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.10	<p>REGISTRATION OF TITLES (TORRENS ACT) AND INDEX</p> <p>Register of certificates of title to real estate established by judgments of the Superior Court under the Torrens Act.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ±</p> <p>Agency Policy: Destroy in office after <u> 2 YEARS </u></p>	<p><u>Authority</u> G.S. 43-13</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.11	SURVEYS, RECORD OF AND INDEX	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 of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ± Agency Policy: Destroy in office after _____	Authority G.S. 47-30 G.S. 161-20
10.12	TEMPORARY INDEX Temporary index used by office until records are registered and entered into the permanent index	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>SERIES</u> DISCONTINUED <i>Retention Note: Registered records are to be entered into a permanent index within 30 days after the date of presentation.</i>	Authority G.S. 161-14

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.13	<p>UNIFORM COMMERCIAL CODE</p> <p>Security agreements on personal or real property that are recorded to protect the lender's, or secured party's, investment.</p>	<p>a) Retain all filings recorded with real property records permanently.</p> <p>b) Destroy in office after July 1, 2008 all filings which were effective on July 1, 2001.</p> <p>c) Destroy in office all filings not covered in a) and b) when reference value ends. ±</p> <p>Agency Policy: Destroy in office after <u>2 YEARS</u></p>	<p><u>Retention</u> G.S. 25-9-710</p>
10.14	<p>WEBSITE (REGISTER OF DEEDS), REAL ESTATE CONVEYANCE</p>	<p>Retain in office permanently.</p>	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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STANDARD 11: LICENSE, OATH, AND REGISTRATION RECORDS

Official records concerning registrations of assumed business names, corporations, and official oaths taken by notary publics.

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.01	<p>CORPORATIONS (INCORPORATIONS) RECORDS AND INDEX</p> <p>Official copies of charters, certificates of dissolution, and other related documentation of corporations whose principal office is in the county.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ±</p> <p>Agency Policy: Destroy in office after <u>2 YEARS</u></p>	<p><u>Authority</u> G.S. 55D-26</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 11: License, Oath, and Registration Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.02	<p>NOTARIES PUBLIC RECORDS AND INDEX</p> <p>Includes name and signature of the notary, effective date and expiration date of commission, date oath was administered and date of any revocation or resignation. Also includes certificates and transmittals (oath sheets) received from the Notary Public Section, NC Department of Secretary of State.</p>	<p>a) Retain "Record of Notaries Public" in office permanently.</p> <p>b) Return a scanned copy of the oath to Notary Public Section and give the applicant the certificate.</p> <p>c) Destroy in office the original paper copy of the oath when reference value ends. ±</p> <p>Agency Policy: Destroy in office after <u>COMMISSION EXPIRATION DATE</u></p>	<p><u>Authority</u> G.S. 10B-10</p>
11.03	<p>PARTNERSHIPS AND ASSUMED NAMES RECORDS AND INDEX</p> <p>Registration of assumed business names. Includes amendments to assumed business names and certificates of withdrawal of assumed business names.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ±</p> <p>Agency Policy: Destroy in office after <u>2 YEARS</u></p>	<p><u>Authority</u> G.S. 66-71.4 G.S. 66.71-6-8 G.S. 66-71.10</p>


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STANDARD 12: MARRIAGE AND VITAL STATISTIC RECORDS

Official records pertaining to major life events such as birth, marriage, death, and disinterment/reinterment.



ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
<p>12.01</p> 	<p>APPLICATIONS FOR CERTIFIED COPIES</p> <p>Application forms completed by persons seeking certified copies of birth, death or marriage certificates.</p>	<p>Destroy in office 2 years from date of request.</p>	<p><u>Authority</u> G.S. 130A-93</p> <p><u>Confidentiality</u> G.S. 130A-93</p>
<p>12.02</p>	<p>GRAVES REMOVAL RECORDS</p> <p>Certificates, maps, attachments and similar records documenting the disinterment and reinterment of graves.</p>	<p>Retain in office permanently.</p>	<p><u>Authority</u> G.S. 65-106 10A NCAC 41H .1201</p>
<p>12.03</p>	<p>MARRIAGE LICENSES</p> <p>Original endorsed marriage licenses returned to the Register of Deeds by the magistrate or minister. Includes delayed marriage certificates, amendments to marriage licenses, and supporting documentation.</p>	<p>a) Retain original licenses, affidavits, and court orders permanently.**</p> <p>b) Destroy in office after 5 years supporting proofs, applications, and related records.</p> <p>c) Forward "Application, License and Certificate of Marriage" forms to the Office of Vital Records.</p> <p>d) Records which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p>	<p><u>Authority</u> G.S. 51-2 G.S. 51-8 G.S. 51-18.1 G.S. 51-21 G.S. 130A-110</p>

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2026 Register of Deeds Program Records Schedule, Standard 12: Marriage and Vital Statistic Records



ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.04	<p>MARRIAGE REGISTER</p> <p>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 performed, and the location of the original license and return.</p>	<p>a) Retain official copies in office permanently.**</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p>	<p><u>Authority</u> G.S. 51-18</p>
<p>12.05</p> 	<p>VITAL RECORDS: AMENDMENTS</p> <p>Records submitted as evidence to amend, correct, or replace a birth or death certificate issued by the office of vital records.</p>	<p>a) Destroy in office 1 year after amendment and/or correction was approved, or request was denied or withdrawn.</p> <p>b) Return to Office of Vital Records copies of certificates involving adoptions, legitimations, or other registrants when a new certificate is received.</p>	<p><u>Authority</u> G.S. 48-9-107 G.S. 130A-118 10A NCAC 41H</p> <p><u>Confidentiality</u> G.S. 130A-93</p>
<p>12.06</p> 	<p>VITAL RECORDS: BIRTHS AND INDEX</p> <p>Official copies of birth certificates deposited with the register of deeds by the local health department.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p>	<p><u>Authority</u> G.S. 130A-97 G.S. 130A-99</p> <p><u>Confidentiality</u> G.S. 130A-93</p>

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2026 Register of Deeds Program Records Schedule, Standard 12: Marriage and Vital Statistic Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.07	VITAL RECORDS: DEATHS AND INDEX Official copies of death certificates, including fetal death registrations, deposited with the register of deeds by the local health department. Original records are filed with the office of vital records.	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 of North Carolina approval.	<u>Authority</u> G.S. 130A-99 G.S. 130A-112 G.S. 130A-114 G.S. 130A-115
12.08 	VITAL RECORDS: DELAYED BIRTHS AND INDEX Official copies of certificates registering the birth of a person born in this state, but not registered within one year after birth. Original records are filed with the office of vital records.	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 of North Carolina approval.	<u>Authority</u> G.S. 130A-104 <u>Confidentiality</u> G.S. 130A-93
12.09 	VITAL RECORDS: DELAYED BIRTH APPLICATION RECORDS Applications and other records submitted as evidence in support of a delayed registration of birth. Copies are filed with the office of vital records.	a) Destroy in office after 1 year applications and supporting documentation for a non-completed registration. b) Destroy in office after 1 year applications and supporting documentation for a completed registration (certificate was approved).	<u>Authority</u> G.S. 130A-104 10A NCAC 41H .0400 <u>Confidentiality</u> G.S. 130A-93

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2026 Register of Deeds Program Records Schedule, Standard 12: Marriage and Vital Statistic Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.10	VITAL RECORDS: REPORT OF DEATHS OCCURRING OUTSIDE OF COUNTY Reports of deaths occurring outside the county of birth received from the office of vital records.	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after <u>1 YEAR</u>	



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STANDARD 13: MISCELLANEOUS RECORDS

Other records produced or received by the office of the Register of Deeds.


ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
<p>13.01</p> 	<p>ARMED FORCES DISCHARGES AND INDEX. Official copies of military discharges and indexes.</p>	<p>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 of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected may be destroyed in office when reference value ends. ± Agency Policy: Destroy in office after <u>5 YEARS</u></p>	<p><u>Authority</u> G.S. 47-109 G.S. 47-110 G.S. 47-113 <u>Confidentiality</u> G.S. 47-113.2</p>
<p>13.02</p> 	<p>ARMED FORCES DISCHARGES AUTHORIZATION FORMS Forms used to give an authorized agent or representative the authority to record or request a copy of a discharge.</p>	<p>a) Retain forms authorizing an agent or representative to record an Armed Forces Discharge for 1 year from date discharge is filed. b) Retain forms authorizing an agent or representative to request a copy of an Armed Forces Discharge for 1 year from date of request.</p>	<p><u>Authority</u> G.S. 47-113.2 <u>Confidentiality</u> G.S. 47-113.2 (j) <u>Retention</u> G.S. 47-113.2 (i)</p>

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2026 Register of Deeds Program Records Schedule, Standard 13: Miscellaneous Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.03 	ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS Forms completed by authorized persons requesting copies of discharge records.	Destroy in office 1 year from date received.	<u>Authority</u> G.S. 47-113.2 <u>Confidentiality</u> G.S. 47-113.2 (j) <u>Retention</u> G.S. 47-113.2 (i)
13.04	CEMETERY LISTS Lists of public cemeteries in the county outside of the limits of incorporated municipalities and not established and maintained for their use. Also includes lists of abandoned public cemeteries.	a) Retain in office permanently.** b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	<u>Authority</u> G.S. 65-111
13.05	NOTICE OF ERROR Forms, affidavits, and related records documenting errors made on records, not including amendments to vital records, in the Register of Deeds office.	Follow disposition instructions for original record, i.e. record to be corrected.	<u>Authority</u> G.S. 47-36.1 G.S. 47-36.2

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2026 Register of Deeds Program Records Schedule, Standard 13: Miscellaneous Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.06	<p>WEBSITE (REGISTER OF DEEDS), REQUEST TO REDACT PERSONAL INFORMATION</p> <p>Forms and related records documenting a person's request to have personal information removed from the office's publicly available website.</p>	Retain in office permanently.	<p><u>Authority</u> G.S. 132-1.10 (f)</p>

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records

STANDARD 14: INACTIVE RECORDS

Historical record series housed in the Office of the Register of the Deeds or that were previously collected by the Office of the Register of the Deeds.

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.01	<p>ARMED FORCES DISCHARGES REMOVAL REQUEST FORMS</p> <p>Forms and related records documenting a veteran's request to have discharges papers removed from the office's recorded instruments.</p>	Series discontinued. Retain in office permanently.	<p><u>Authority</u> Session Laws 2002-96</p> <p><u>Authority Repealed</u> Session Laws 2003-248</p>
14.02	<p>BONDS: CLERK OF SUPERIOR COURT</p> <p>Taken or renewed bonds belonging to the Office of the Clerk of Superior Court.</p>	Destroy in office 6 years after termination.	<p><u>Authority</u> G.S. 58-72-50</p>
14.03	<p>BRANDS AND MARKS</p> <p>Brands or earmarks for differentiating livestock.</p>	Series discontinued. Transfer to the State Archives of North Carolina.	

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records


ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.04	CHATTEL MORTGAGES AND INDEX Mortgages, agricultural liens, conditional sales contracts, and all other loans which use personal property as collateral. In 1967, Chattel Mortgages were succeeded by the Uniform Commercial Code.	Series discontinued. Chattel mortgages satisfied prior to 1967 may be destroyed at any time.	
14.05	COHABITATION RECORDS Records of cohabitation filed by freedmen. Includes names of cohabitants and the period of cohabitation.	Series discontinued. Transfer to State Archives of North Carolina.	
14.06	DIVISIONS AND DOWERS RECORDS Copies of reports of commissioners appointed to partition real estate and allot dowers, with certificate of approval of the Clerk of Superior Court.	Series discontinued. Transfer to the State Archives of North Carolina.	<u>Authority</u> G.S. 29-30 G.S. 46A-57
14.07	FARM NAME REGISTER Register of farm descriptions, names, registrants, and date of registration.	Series discontinued. Retain in office permanently.**	<u>Authority</u> G.S. 80-38 G.S. 80-39

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.08 	JUROR LISTS AND RECORDS Includes lists of each person qualified to be selected for jury duty within the county, a statement of the sources used and procedures followed in preparing the list, reports, and all other related documentation.	a) Series discontinued in Register of Deeds Office. Transfer records created prior to 1970 to the State Archives. b) Series discontinued in Register of Deeds Office. Transfer records created after 1970 to Clerk of Court.	<u>Confidentiality</u> G.S. 9-4 <u>Retention</u> G.S. 9-7
14.09	LAND SOLD FOR TAXES AND INDEX Records of land sold for county taxes. Includes name of delinquent taxpayer, years for which taxes were due, and description of property.	Series discontinued. Transfer to State Archives of North Carolina.	
14.10	MARRIAGE HEALTH CERTIFICATES Certificates from a regularly licensed physician stating that no evidence of venereal disease, tuberculosis in the infectious or communicable state, or mental incompetence was found in the applicants.	Series discontinued. Destroy in office immediately.	<u>Authority</u> G.S. 51-9 <u>Authority Repealed</u> Session Laws 1993-647
14.11	MERCHANT RETURNS AND INDEX Merchants' annual reports of total wholesale purchases made, used in determining franchise tax.	Series discontinued. Destroy in office 3 years after receipt.	

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.12	<p>MERIDIAN RECORDS AND INDEX</p> <p>Records of the testing of surveyors' instruments. Includes date tested, direction and amount of declination from the county meridian line, and signature of the surveyor.</p>	<p>Series discontinued. Transfer to the State Archives of North Carolina.</p>	
14.13	<p>MISCELLANEOUS RECORDS AND INDEX</p> <p>Found in the physical custody of the Register of Deeds office. These records would typically fall under the care of another local government department within the county. Records may include tax, school, election and similar records found in the Register of Deeds office.</p>	<p>Destroy in office upon State Archives of North Carolina approval.</p>	
14.14	<p>STRAYS, RECORD OF</p> <p>Notices of discovery of lost livestock, with reports of commissioners appointed to determine reimbursement to the finder for care of the animal.</p>	<p>a) Series discontinued in Register of Deeds Office. Transfer records created prior to 1950 to the State Archives.</p> <p>b) Series discontinued in Register of Deeds Office. Transfer records created after 1950 to County Sheriff's Department.</p>	<p><u>Authority:</u> G.S. 68-18.1 Session Law 2012-18</p>

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.15	TIMBER MARKS AND INDEX Copies of letters, figures, or words identifying timber trademarks of any person or business within the county.	Series discontinued. Transfer to the State Archives of North Carolina.	

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