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# We Gather Together

Local Government  
Archives and  
Records Management  
in North Carolina

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EST. 1903  
STATE ARCHIVES  
of NORTH CAROLINA

[archives.ncdcr.gov](http://archives.ncdcr.gov)

# Archives and History Act

- (2) To conduct a records management program, including the operation of a records center or centers and a centralized microfilming program, for the benefit of all State agencies, and to give advice and assistance to the public officials and agencies in matters pertaining to the economical and efficient maintenance and preservation of public records.
- (3) To preserve and administer, in the North Carolina State Archives, such public records as may be accepted into its custody, and to collect, preserve, and administer private and unofficial historical records and other documentary materials relating to the history of North Carolina and the territory included therein from the earliest times. The Department shall carefully protect and preserve such materials, file them according to approved archival practices, and permit them, at reasonable times and under the supervision of the Department, to be inspected, examined, or copied: Provided, that any materials placed in the keeping of the Department under special terms or conditions restricting their use shall be made accessible only in accordance with such terms or conditions.

(c) Assistance to Public Officers. - The Department of Natural and Cultural Resources shall have the right to examine into the condition of public records and shall, subject to the availability of staff and funds, give advice and assistance to public officials and agencies in regard to preserving or disposing of the public records in their custody. When requested by the Department of Natural and Cultural Resources, public officials shall assist the Department in the preparation of an inclusive inventory of records in their custody, to which inventory shall be attached a schedule, approved by the head of the governmental unit or agency having custody of the records and the Department of Natural and Cultural Resources, establishing a time period for the retention or disposal of each series of records. So long as such approved schedule remains in effect, destruction or disposal of records in accordance with its provisions shall be deemed to have met the requirements of G.S. 121-5(b).

The Department of Natural and Cultural Resources is hereby authorized and directed to conduct a program of inventorying, repairing, and microfilming in the counties for security purposes those official records of the several counties which the Department determines have permanent value, and of providing safe storage for microfilm copies of such records. Subject to the availability of funds, such program shall be extended to the records of permanent value of the cities, municipalities, and other subdivisions of government.

(d) Preservation of Permanently Valuable Records. - Public records certified by the Department of Natural and Cultural Resources as being of permanent value shall be preserved in the custody of the agency in which the records are normally kept or of the North Carolina State Archives. Any State, county, municipal, or other public official is hereby authorized and empowered to turn over to the Department of Natural and Cultural Resources any State, county, municipal, or other public records no longer in current official use, and the Department of Natural and Cultural Resources is authorized in its discretion to accept such records, and having done so shall provide for their administration and preservation in the North Carolina State Archives. When such records have been thus surrendered, photocopies, microfilms, typescripts, or other copies of them shall be made and certified under seal of the Department, upon application of any person, which certification shall have the same force and effect as if made by the official or agency by which the records were transferred to the Department of Natural and Cultural Resources; and the Department may charge reasonable fees for these copies. The Department may answer written inquiries for nonresidents of the State and for this service may charge a search and handling fee not to exceed twenty-five dollars (\$25.00). The receipts from this fee shall be used to defray the cost of providing this service.

## General Statute 121

# Public Records Act

## § 132-1. "Public records" defined.

(a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information. (1935, c. 265, s. 1; 1975, c. 787, s. 1; 1995, c. 388, s. 1.)

**General Statute  
132**

# North Carolina Local Government Agencies



# Communication Systems

- The G.S. 132 Files
- Listservs maintained by the UNC School of Government
- NC Association of County Clerks
- NC Association of Municipal Clerks
- Regional Councils of Government

# Support and Outreach

- Records retention and disposition schedules
- Workshops
- Online tutorials
- Best practices and other guidance documents
- Onsite consultations
- Records transfers

# Local Government Archives in North Carolina

Our Mission & History

Policies

Visiting the NC Room

## Special Collections and Archives of NHCPL

We focus on the heritage and history of the people, places, culture, and natural environment of the Cape Fear region, the City of Wilmington, and the great state of North Carolina.



- Housed in the North Carolina Room, much of the Collection has been handed down through several former public and private libraries dating back to the [Cape Fear Library](#) of 1760.
- Although emphasis has been placed on collecting information about Southeastern [North Carolina](#), the collection includes materials from across the State.
- Visitors may now use our new ScanPro 3000 microfilm machine to view film and create PDF's of desired articles.

# People Not Property – Slave Deeds in NC



The screenshot shows the Rockingham County, NC website. The header includes the county logo and the slogan "YOU'RE IN A GOOD PLACE". A search bar is located in the top right corner. The main navigation menu on the left lists: Register of Deeds, About Us, Hours of Operation, Vital Records, Real Property Records, Notary Public, Marriage Licenses, Veteran's Services, and Fee Schedule. The main content area is titled "Slave Deed Index" and features a sub-header "Slave Deeds of North Carolina" with a link to "People Not Property - Slave Deeds of North Carolina". Below this is a historical illustration titled "EMANCIPATION" depicting a group of people, including a man in a circular inset, surrounded by a scene of freedom and labor. A paragraph of text below the illustration describes the project: "North Carolina Registers of Deeds in conjunction with UNCG University Libraries and North Carolina Division of Archives and Records, and others have undertaken the North Carolina Slave Index Project to create a unique, centralized database of bills of sales indexing the names of enslaved people from across North Carolina."



# Local Government Records at the State Archives

- Alien registration and naturalization
- Bonds
- Census
- Court records
- Election records
- Estate records
- Land records
- Marriage and vital records
- Taxes
- Wills

# Imaging and Microfilm Storage

- Adoption records
- Birth certificates
- Cumulative school records
- Maps/plats
- Marriage licenses
- Minutes of governing boards
- Newspapers
- Ordinances and resolutions
- Real estate conveyances/deeds/deeds of trust
- Veterans' service records/reports of separation

# Discover Online Catalog (DOC)

## Repository

"State Archives of North Carolina"

## Collection

County Records

## Creator Type

"County"

## Record Begin Date

1700 - 1799 (3)

1800 - 1899 (62)

1900 - 1999 (22)

[Series Home](#) | Repository: "State Archives of North Carolina" | Collection: "County Records" | Creator Type: "County"

## Record Series and Collections

Find:



Clear

[Hide advanced search options](#)

To redo a search, be sure to click the Clear button first, or your query may not find hits.

[Reset](#)

[Search](#)

Record ID: (Search for Exact Match ID)

Title:

Subjects:

Land Grants:

Creator:

"Durham County (N.C.)"



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