

Item Title: Transfer of Custody of Historic Physical Collection of Wake County Commissioners Board Meeting Minutes to the State Archives of North Carolina, NC Department of Natural and Cultural Resources

Specific Action Requested:

That the Board of Commissioners authorizes the County Manager to transfer custody of the 1846 – 2001 collection of original physical dockets of Board Meeting Minutes to the State Archives of North Carolina.

Item Summary:

Purpose: Wake County maintains a collection of 44 volumes of original meeting minutes from Board of Commissioner Meetings from 1846 through 2001. These dockets are historic and there is no administrative reason to continue to maintain custody of them on site in the office environment of the Wake County Justice Center County Manager's office.

Background: The entire collection of Wake County Board of Commissioner meeting minutes since January 7, 1901, has been scanned and microfilmed, and the records are available publicly on the [Wake County website](#). The only years without online versions of the minutes are 1846 through 1900. These books are the most fragile. A preservation backup exists of all minutes from 1846 onwards at the State Archives. These dockets are becoming more fragile with the passage of time and the office of the County Manager and Board of Commissioners does not have adequate environmental conditions and storage options to prevent further deterioration, broken bindings, and torn paper. The metal shelving is buckling under the weight of the dockets. The Department of Natural and Cultural Resources has indicated they are willing to assume custody of these fragile permanent records and store them in a proper secure archival environment.

Board Goal: This action supports Great Government Goal 1: "Engage our community to envision the County's future" by ensuring transparency and protection of critical records of the County for current and future residents.

Fiscal Impact: No current fiscal impact; there is no charge back from the State for the transfer or maintenance or any necessary conservation / repairs of these dockets.

Additional Information:

When records are transferred to the State Archives of North Carolina for permanent retention, that legal custodianship is conveyed to the Archives. From that point forward, the Archives is responsible for providing access to the records, whether the request comes from a researcher,

a reporter, an attorney, or even someone in the creating agency. This access is provided in the search room in the State Library/Archives and History building on Jones Street.

After records are in the legal custody of the Archives, several steps are taken to facilitate appropriate access to these records. Some arrangement of the records may occur, although for the most part records will remain in the order in which they have been maintained at the County. Any need for preservation treatment is identified at this point. The records are then described in what the archival world calls a “finding aid,” which explains who created the records, when they were created, what volume of records exists, and any other explanatory information that may assist researchers. The Archives keep track of the dates of the records in accordance with General Statute 132-11, which specifies that after 100 years, records that were previously confidential will become open access (with a few exceptions).

Attachments:

1. Photographs of the collection as currently stored
2. Index of the 44 dockets and the years represented in each



Dockets to be Transferred:

Date Range	Start Date	End Date
1846-1866	5/2/1846	3/1/1872
1868-1877	7/4/1868	6/4/1877
1877-1884	7/3/1877	12/2/1884
1884-1890	12/2/1884	11/11/1890
1890-1896	12/1/1890	6/2/1896
1896-1899	7/6/1896	10/2/1899
1899-1903	11/6/1899	8/30/1903
1903-1908	9/7/1903	5/5/1908
1908-1913	6/1/1908	9/22/1913
1913-1919	12/1/1913	11/5/1919
1919-1924	12/1/1919	5/16/1924
1924-1927	6/2/1924	8/22/1927
1927-1931	9/5/1927	1/10/1931
1931-1933	1/20/1931	6/6/1933
1933-1935	7/3/1933	8/28/1935
1935-1938	9/2/1935	12/6/1938
1939-1941	1/2/1939	12/15/1941
1942-1946	1/5/1942	9/3/1946
1946-1951	10/7/1946	3/19/1951
1951-1955	4/2/1951	4/4/1955
1955-1957	5/2/1955	7/1/1957
1957-1959	8/5/1957	6/29/1959
1959-1960	7/6/1959	6/28/1960
1960-1961	7/5/1960	7/20/1961
1961-1962	8/7/1961	8/20/1962
1962-1964	9/4/1962	10/19/1964
1964-1967	11/2/1964	3/23/1967
1967-1968	4/3/1967	7/1/1968
1968-1970	7/1/1968	9/1/1970
1970-1972	10/5/1970	11/15/1972
1972-1975	12/4/1972	5/27/1975
1975-1978	6/2/1975	6/30/1978
1978-1980	7/3/1978	9/29/1980
1980-1983	10/6/1980	6/27/1983
1983-1985	7/5/1983	8/19/1985
1985-1987	9/3/1985	6/29/1987
1987-1989	7/6/1987	9/25/1989
1989-1991	10/2/1989	10/28/1991
1991-1992	11/4/1991	11/16/1992
1992-1994	12/7/1992	6/27/1994
1994-1996	7/18/1994	6/17/1996

1996-1997	7/8/1996	12/15/1997
1998-1999	1/12/1998	6/28/1999
1999-2001	7/12/1999	6/18/2001