



North Carolina Department of Natural and Cultural Resources

Roy Cooper, Governor
D. Reid Wilson, Secretary

Division of Archives and Records
Government Records Section

28 September 2023

Tamara Rhode
Mecklenburg County Sheriff's Office
700 E Fourth St
Suite 120
Charlotte, NC 28202

Dear Ms. Rhode:

Thank you for your *Request for Disposal of Original Records Duplicated by Electronic Means* forms dated 13 April 2023. We find that this document has been properly executed. The original form is included with this letter, and an additional copy remains on file in our office.

When your office is ready to add new types of records (records series) to your scanning work, please complete a new *Request for Disposal of Original Records Duplicated by Electronic Means* form and send it to us.

Thank you for your office's commitment to the proper management of the records of Mecklenburg County.

Sincerely,



Mark Holloman

Supervisor, Records Analysis Unit

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 814-6900
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

archives.ncdcr.gov

4815 Mail Service Center, Raleigh NC 27699-4165

919.814.6900

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name: Mecklenburg County Sheriff's Office		Date (MM-DD-YYYY): 04/13/2023
Phone (area code): 980-314-5061	Email: tamara.rhode@mecklenburgcountync.gov	
County/Municipality: Mecklenburg	Office: Gun Permit / Court Ordered Registration	
Mailing address: 700 E. Fourth Street, Suite 120, Charlotte, NC 28202		

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1999; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule
Part of the Concealed Handgun Permit Application packet	Original NC Safety Training Certificate	1998 - present	Varies	5 years after date of last renewal

Requested by:

Tamara Rhode
Signature

Permit Registration Supervisor
Title

4/13/23
Date

Approved by:

Ramona Montgomery
Signature

NCSD Dir of Bus Ops
Requester's Supervisor

4/17/23
Date

Concurred by:

Mark Holland
Signature

Mark Holland
Assistant Records Administrator
State Archives of North Carolina

8/19/23
Date

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