



NACRC Best Practice Application

Records Management

2501 Aerial Center Parkway, Suite 103 •
Morrisville, NC 27560
Phone: 919.459.2080 • Fax: 919.459.2075
info@nacrc.org • www.nacrc.org

This is an opportunity for NACRC members to receive special recognition in honor of their unique achievements and Best Practices in their respective fields. One of the best ways to advance our professional standards is by sharing information and developing practices that we can implement in our jurisdictions. Awards will be presented at the Annual Conference, scheduled during the summer of each year.

Entries must be received **by the third Friday in June**. Be sure to abide by the following guidelines when preparing your Best Practices submission:

- **Each Best Practice must be a reflection of a current level of service or program performed by your office.** (For example, something you implemented with technology which may have stream-lined your workflow, something your office has done to improve customer service, or your solution to staffing needs when volumes are high and then drop dramatically. These are just a few examples of what we are looking for. Preference will be given to practices accomplished in the last two calendar years. The Best Practice submission may not be for something you plan to implement in the future.)
- **Each office is limited to one submission per category.**
- **Submissions may consist of no more than five pages, including any support materials.**
- **Submissions must be received by the first Friday in June via email, fax or mail to the addresses/numbers listed above.**
- **All questions seeking clarification need to be submitted by email to info@nacrc.org by no later than June 1.**

Please complete the following information.

Year of submission: _____

Name: _____ Title: _____

County/Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Areas/Questions to cover in your submission

1. Title of Best Practice
2. Background/history indicating why you implemented this Best Practice
3. The problem
4. The description of the solution/best practice
5. Objectives of the solution/best practice
6. Plan/timeframe for development and implementation
7. Benefits of the solution/best practice
8. Technology used
9. Cost of program
10. Results/success of program