

**10A NCAC 46 .0215 VITAL RECORDS**

(a) A local health department shall provide vital records services within the jurisdiction of the local health department. The local health director shall serve as the local registrar and shall perform the duties of that office as prescribed by law. A local health department shall establish, implement, and maintain written policies which shall include:

- (1) Procedures for reporting flagrant, willful violations of the vital records law and reporting known vital events for which a certificate has not been obtained.
- (2) A file of all vital records laws, rules, and instructions issued by the state registrar.
- (3) Procedures for the examination of birth, death, and fetal death certificates for accuracy and completeness.
- (4) Procedures for returning incomplete or inaccurate certificates to or querying the persons responsible for filing them for completion and correction.

(b) A local health department shall establish, implement, and maintain written policies for obtaining vital records education services from the State Registrar's Office for local registration personnel, hospital administrators, and their medical records personnel, funeral directors, medical examiners, and others involved in the registration system. The policies shall include provisions for orientation of new deputy registrars, subregistrars, and back-up health department personnel.

*History Note: Authority G.S. 130A-9;  
Eff. October 1, 1984;  
Transferred and Recodified from 10 NCAC 12 .0241 Eff. April 4, 1990;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 5, 2016.*