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## POLICY NOTIFICATION

### Filing of "R1" and "R2" Reports

All National Board "R1" and "R2" reports for repairs and alterations conducted in North Carolina are required to be filed with this office with attention to the undersigned. These reports are required to be received by this office within sixty (60) days of completion of the work conducted. The forms should be filled out completely with the jurisdiction number in the appropriate space.

**Jack M. Given, Jr.**  
**Bureau Chief/Chief Inspector**