

The State of New Hampshire



DEPARTMENT OF STATE
 DIVISION OF ARCHIVES & RECORDS MANAGEMENT
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GENERAL RECORDS DESTRUCTION NOTIFICATION DECEMBER 31, 2011
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ELIGIBLE FOR DESTRUCTION

Record Category		
A. Budget		
	1. Appropriation Warrants, Form A-1	F/Y 2008
	2. Appropriation Warrants, Specials	F/Y 2007
	3. Allocation Requests, Form A-13-A	F/Y 2008
	4. Authorization for Transfer of Funds, Form A-13-B	F/Y 2008
	5. Budget Worksheets	F/Y 2008
	6. Capital Budget Worksheets	F/Y 2007
	7. Transfer Requests, Appropriation Funds, Form A-13	F/Y 2008
B. Cash Receipts		
	1. Bank Deposit Slips, All Accounts	F/Y 2008
	2. Bank Statements, All Accounts	F/Y 2008
	3. Receipts of Cash, Form A-14	F/Y 2008
	4. Record of Daily Receipts, Form A-15	F/Y 2008
	5. Report of Receipts, Form A-17	F/Y 2009
	6. Treasurer's Receipts	F/Y 2009
C. Comptroller's Statements		
	1. Appropriation Statement, Form IBM-1	F/Y 2008
	2. Comparative Income Statement	F/Y 2008
	3. Detail Transaction Register, Form IBM-2	F/Y 2008
	4. Object Analysis	F/Y 2008
	5. Unliquidated Encumbrance Statement, Form IBM-3	F/Y 2009

D. Contractual Documents		
	1. Contracts	Term in 2004
	2. Personal Service Agreements	Term in 2004
	3. Rental Agreements	Term in 2004
E. Disbursements		
	1. Cancelled Checks, Special Accounts	F/Y 2008
	2. Cancelled Checks, Agency Accounts	F/Y 2008
	3. Cancelled Checks, Revolving Accounts	F/Y 2008
	4. Payroll Manifests, Form A-8 or IBM Forms	F/Y 2008
	5. Agency Payroll Certification	F/Y 2007
	6. Tally Sheets (Gray Bars)	F/Y 2007
	7. Payroll Register Report	F/Y 2007
	8. Refunds of Revenue, Requests Form A-27	F/Y 2008
	9. Report of Old Year Reserves, Form A-12	F/Y 2007
	10. Requests for Liquidation of Encumbrance, Form A-10	F/Y 2010
	11. Requests for Reimbursement of Revolving Funds, Form A-9	F/Y 2004
	12. Time Books & Time Slips, Employees	F/Y 2007
	13. Transfer Notifications, Form A-11	F/Y 2008
	14. Vendors Invoices (3rd Copy filed Separately from Manifests)	F/Y 2010
	15. Vendors Invoices, Special Accounts	F/Y 2004
	16. Voucher Manifests, Form A-6-A or IBM Forms A-6-X (Form 4032)	F/Y 2008
F. Farm		
	1. Agri Form 9	F/Y 2008
	2. Agri Profit and Loss Statement, Monthly	F/Y 2008
	3. Breeding Slips	F/Y 2009
	4. Cattle Inventory All Tabulated Thru	Mar-67
	5. DHIA Monthly Statements (IBM)	F/Y 2009
	6. Farm Inventory and Production Report	F/Y 2010
	7. Farm Plan, Annual	F/Y 2001
	8. Grain Use Report, Weekly	F/Y 2008
	9. [Obsolete]	
	10. Monthly Egg Production & Grading Use Report	ALL TAB
	11. Monthly Poultry Inventory Report	ALL TAB
	12. Registration Certificates	All Deceased Animals
	13. Swine Inventory	All But Current Records

G. Ledgers		
	1. Accounts Receivable Records	F/Y 2004
	2. Departmental Appropriation Ledgers Form A-18	F/Y 2004
	3. Income Ledgers, Form A-16	F/Y 2004
	4. Operating Statements, Special Account Form A-21	F/Y 2004
	5. Record of Cash Transactions, Form A-19	F/Y 2004
H. Personnel		
	1. Certificate of Eligables	F/Y 2010
	2. Leave Applications, Form PD-8	F/Y 2009
	3. Leave Record Cards, Form PD-6 Cards filed before	2002, see "leave slips" below
	4. Notification of Payroll Change, Form A-22 (Rev)	F/Y 2008
	5a. Personnel Jackets after 6/30/1954 Terminated in	
	Copies of Personnel's Action Files (PAF's)	F/Y 2007, OR until final disposition if discrimination charges
	Applications for positions received	F/Y 2007, OR until final disposition if discrimination charges
	Copies of licenses or certifications	F/Y 2007, OR until final disposition if discrimination charges
	Certificate of Training	F/Y 2007, OR until final disposition if discrimination charges
	Transcripts	F/Y 2007, OR until final disposition if discrimination charges
	Performance Evaluations	F/Y 2007, OR until final disposition if discrimination charges

	Letters of Warning	F/Y 2007, OR until final disposition if discrimination charges
	Letters of Dismissal	F/Y 2007, OR until final disposition if discrimination charges
	Reclassification documents, including Position Profile Forms (PPF's)	F/Y 2007, OR until final disposition if discrimination charges
	Emergency Contact Information	employment terminated in F/Y 2007
	W-4's	employment terminated in F/Y 2007
	Retirement Paperwork, including applications & beneficiary info.	employment terminated in F/Y 2007
	Life Insurance paperwork	employment terminated in F/Y 2007
	Deferred Compensation/ING Forms	employment terminated in F/Y 2007
	Levi Info (i.e. child support, garnishments, school loans)	employment terminated in F/Y 2007
	Marriage License/Civil Union documentation	employment terminated in F/Y 2007
	Letters of Recommendation, if applicable	employment terminated in F/Y 2007
	Recognition and Award documentation	employment terminated in F/Y 2007
	170's - Change forms used at the agency level to notify payroll of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc)	employment terminated in F/Y 2007

	Direct Deposit Information	F/Y 2008
	Income Verifications	F/Y 2008
	<i>Human Resource Office Files</i>	
	Counseling documents	F/Y 2009, OR until final disposition if discrimination charges
	Criminal Background Checks	Once hiring decision is made
	Applications for positions applied for, but not received (filed)	F/Y 2009
	Polygraph Test & Reason for Administering	F/Y 2008
	Leave Slips/ Leave and Attendance Sheets	F/Y 2007
	Timesheets	F/Y 2007
	<i>Employee Medical Files (kept separately from Personnel Files), including:</i>	
	Family and Medical Leave Act forms and documentation	Term F/Y 2007, or until final disposition if discrimination charge
	Supplemental Sick Leave documents	Term F/Y 2007, or until final disposition if discrimination charge
	Doctor's Notes	Term F/Y 2007, or until final disposition if discrimination charge
	Modified work schedules	Term F/Y 2007, or until final disposition if discrimination charge

	American's with Disability Act documents	Term F/Y 2007, or until final disposition if discrimination charge
	Retirement Disability forms	F/Y 2006
	Medical Records & Worker's Compensation documents	Term F/Y 2007, or until final disposition if discrimination charge
	5b. History Cards after 6/30/1954	Retained Permanently
	6. Requests for Overtime, PD-3	F/Y 2010
	7. Requests for Salary Increase, PD-17	F/Y 2010
I. Property		
	1. Declaration of Surplus Property, P-11	F/Y 2007
	2. Equipment Summary Reports, P-16 Rev.	All But Current
	3. Equipment Transfer, Internal P-17	F/Y 2008
	4. Material Control Card, P-2	F/Y 2008
	5. Material Request & Credit Memo, P-1	F/Y 2008
	6. Monthly Equipment Adjustment Report, P-21	All But Current
	7. Property Records Card, P-15, of Property disposed	Disposed of 1986 & Prior
	8. Report of Lost & Damaged Property, P-18	F/Y 2004
J. Purchase		
	1. Field Purchase Order, P-8	F/Y 2008
	2. Purchase Order, P-6	F/Y 2008
	3. Receiving & Inspection Reports, P-3	F/Y 2008
	4. Reports of Complaints, P-17	F/Y 2008
	5. Requisition for Office Supplies, P-5	F/Y 2008
	6. Requisition for Purchase Order, P-4	F/Y 2008
K. Travel		
	1. Private Auto Record, A-5	F/Y 2008
	2. Request for Approval of Out-Of-State Travel, A-24	F/Y 2008
	3. Travel Reimbursement Claim, A-4	F/Y 2008

L. Miscellaneous		
	1. Meal Ticket Sales, M-1	F/Y 2008
	2. Dining Room Attendance, M-2	F/Y 2008
	3. Report of Operation of State Owned Vehicles, MV-2	F/Y 2007
	4. Life History of Vehicle, MV-3	Until Vehicle is Disposed of + 2 YRS
	5. Minutes of Governor & Council Meetings	F/Y 2010
	6. Toll Call Register, A-23	F/Y 2007
	7. Archival Transfer List (RM-120)	PERM
	8. Transitory Communications	Retain as needed for reference
	9. Merchant Card Records with Cardholder Data, including Receipts.	Upon cessation of agency business need (not greater than 18 months).