



NEW HAMPSHIRE SECRETARY OF STATE
David M. Scanlan

Archives and Records Management Division
Ashley Miller | Director & State Archivist

GENERAL RECORDS DESTRUCTION NOTIFICATION DECEMBER 31, 2023

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Record Category

	31-Dec-23
A. Budget	
1. Appropriation Warrants, Form A-1	F/Y 2020
2. Appropriation Warrants, Specials	F/Y 2019
3. Allocation Requests, Form A-13-A	F/Y 2020
4. Authorization for Transfer of Funds, Form A-13-B	F/Y 2020
5. Budget Worksheets	F/Y 2020
6. Capital Budget Worksheets	F/Y 2019
7. Transfer Requests, Appropriation Funds, Form A-13	F/Y 2020
B. Cash Receipts	
1. Bank Deposit Slips, All Accounts	F/Y 2020
2. Bank Statements, All Accounts	F/Y 2020
3. Receipts of Cash, Form A-14	F/Y 2020
4. Record of Daily Receipts, Form A-15	F/Y 2020
5. Report of Receipts, Form A-17	F/Y 2021
6. Treasurer's Receipts	F/Y 2021
C. Comptroller's Statements	
1. Appropriation Statement, Form IBM-1	F/Y 2020
2. Comparative Income Statement	F/Y 2020
3. Detail Transaction Register, Form IBM-2	F/Y 2020
4. Object Analysis	F/Y 2020
5. Unliquidated Encumbrance Statement, Form IBM-3	F/Y2021
D. Contractual Documents	
1. Contracts	Term in 2016
2. Personal Service Agreements	Term in 2016
3. Rental Agreements	Term in 2016



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E. Disbursements	
1. Cancelled Checks, Special Accounts	F/Y 2020
2. Cancelled Checks, Agency Accounts	F/Y 2020
3. Cancelled Checks, Revolving Accounts	F/Y 2020
4. Payroll Manifests, Form A-8 or IBM Forms	F/Y 2020
5. Agency Payroll Certification	F/Y 2019
6. Tally Sheets (Gray Bars)	F/Y 2019
7. Payroll Register Report	F/Y 2019
8. Refunds of Revenue, Requests Form A-27	F/Y 2020
9. Report of Old Year Reserves, Form A-12	F/Y 2019
10. Requests for Liquidation of Encumbrance, Form A-10	F/Y 2022
11. Requests for Reimbursement of Revolving Funds, Form A-9	F/Y 2016
12. Time Books & Time Slips, Employees	F/Y 2019
13. Transfer Notifications, Form A-11	F/Y 2020
14. Vendors Invoices (3rd Copy filed Separately from Manifests)	F/Y 2022
15. Vendors Invoices, Special Accounts	F/Y 2016
16. Voucher Manifests, Form A-6-A or IBM Forms A-6-X (Form 4032)	F/Y 2020

F. Farm	
1. Agri Form 9	F/Y 2020
2. Agri Profit and Loss Statement, Monthly	F/Y 2020
3. Breeding Slips	F/Y 2021
4. Cattle Inventory All Tabulated Thru	March 1, 1967
5. DHIA Monthly Statements (IBM)	F/Y 2021
6. Farm Inventory and Production Report	F/Y 2022
7. Farm Plan, Annual	F/Y 2013
8. Grain Use Report, Weekly	F/Y 2020
9. [Obsolete]	
10. Monthly Egg Production & Grading Use Report	ALL TAB
11. Monthly Poultry Inventory Report	ALL TAB
12. Registration Certificates	All Deceased Animals



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13. Swine Inventory	All But Current Records
G. Ledgers	
1. Accounts Receivable Records	F/Y 2016
2. Departmental Appropriation Ledgers Form A-18	F/Y 2016
3. Income Ledgers, Form A-16	F/Y 2016
4. Operating Statements, Special Account Form A-21	F/Y 2016
5. Record of Cash Transactions, Form A-19	F/Y 2016
H. Personnel	
1. Certificate of Eligibles	F/Y 2022
2. Leave Applications, Form PD-8	F/Y 2021
3. Leave Record Cards, Form PD-6 Cards filed before	F/Y 2014
4. Notification of Payroll Change, Form A-22 (Rev)	F/Y 2020
5a. Personnel Jackets after 6/30/1954 Term in	F/Y 2015
Copies of Personnel's Action Files (PAF's)	F/Y 2017, OR until final disposition if discrimination charges
Applications for positions received	F/Y 2017, OR until final disposition if discrimination charges
Copies of licenses or certifications	F/Y 2017, OR until final disposition if discrimination charges
Certificate of Training	F/Y 2017, OR until final disposition if discrimination charges
Transcripts	F/Y 2017, OR until final disposition if discrimination charges
Performance Evaluations	F/Y 2017, OR until final disposition if discrimination charges



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Letters of Warning	F/Y 2017, OR until final disposition if discrimination charges
Letters of Dismissal	F/Y 2017, OR until final disposition if discrimination charges
Reclassification documents, including Position Profile Forms (PPF's)	F/Y 2017, OR until final disposition if discrimination charges
Emergency Contact Information	F/Y 2019
W-4's	F/Y 2019
Retirement Paperwork, including applications & beneficiary info.	F/Y 2019
Life Insurance paperwork	F/Y 2019
Deferred Compensation/ING Forms	F/Y 2019
Levi Info (i.e. child support, garnishments, school loans)	F/Y 2019
Marriage License/Civil Union documentation	F/Y 2019
Letters of Recommendation, if applicable	F/Y 2019
Recognition and Award documentation	F/Y 2019
170's - Change forms used at the agency level to notify payroll of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc.)	F/Y 2019
Direct Deposit Information	F/Y 2020
Income Verifications	F/Y 2020
<i>Human Resource Office Files</i>	
Counseling documents	F/Y 2019, 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/Y2019, OR until final disposition if discrimination charges
Polygraph Test & Reason for Administering	F/Y 2020
Leave Slips/ Leave and Attendance Sheets	F/Y 2019



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Timesheets	F/Y 2019
<i>Employee Medical Files (kept separately from Personnel Files), including:</i>	
Family and Medical Leave Act forms and documentation	F/Y 2017, OR until final disposition if discrimination charges
Supplemental Sick Leave documents	F/Y 2017, OR until final disposition if discrimination charges
Doctor's Notes	F/Y 2017, OR until final disposition if discrimination charges
Modified work schedules	F/Y 2017, OR until final disposition if discrimination charges
Americans with Disabilities Act documents	F/Y 2017, OR until final disposition if discrimination charges
Retirement Disability forms	F/Y 2016, OR until final disposition if discrimination charges
Medical Records & Workers' Compensation documents	F/Y 2016, OR until final disposition if discrimination charges
5b. History Cards after 6/30/1954	Retained Permanently
6. Requests for Overtime, PD-3	F/Y 2022
7. Requests for Salary Increase, PD-17	F/Y 2022
I. Property	
1. Declaration of Surplus Property, P-11	F/Y 2019
2. Equipment Summary Reports, P-16 Rev.	All But Current
3. Equipment Transfer, Internal P-17	F/Y 2020
4. Material Control Card, P-2	F/Y 2020
5. Material Request & Credit Memo, P-1	F/Y 2020
6. Monthly Equipment Adjustment Report, P-21	All But Current
7. Property Records Card, P-15, of Property disposed	Disposed of 1986 & Prior disposed



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8. Report of Lost & Damaged Property, P-18	F/Y 2016
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J. Purchase	
1. Field Purchase Order, P-8	F/Y 2020
2. Purchase Order, P-6	F/Y 2020
3. Receiving & Inspection Reports, P-3	F/Y 2020
4. Reports of Complaints, P-17	F/Y 2020
5. Requisition for Office Supplies, P-5	F/Y 2020
6. Requisition for Purchase Order, P-4	F/Y 2020

K. Travel	
1. Private Auto Record, A-5	F/Y 2020
2. Request for Approval of Out-Of-State Travel, A-24	F/Y 2020
3. Travel Reimbursement Claim, A-4	F/Y 2020

L. Miscellaneous	
1. Meal Ticket Sales, M-1	F/Y 2020
2. Dining Room Attendance, M-2	F/Y 2020
3. Report of Operation of State-Owned Vehicles, MV-2	F/Y2019
4. Life History of Vehicle, MV-3	disposed F/Y 2021
5. Minutes of Governor & Council Meetings	F/Y 2022
6. Toll Call Register, A-23	F/Y 2019
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).