



NEW HAMPSHIRE SECRETARY OF STATE
David M. Scanlan

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

GENERAL RECORDS DESTRUCTION NOTIFICATION DECEMBER 31, 2024

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Record Category	
	31-Dec-24
A. Budget	
1. Appropriation Warrants, Form A-1	F/Y 2021
2. Appropriation Warrants, Specials	F/Y 2020
3. Allocation Requests, Form A-13-A	F/Y 2021
4. Authorization for Transfer of Funds, Form A-13-B	F/Y 2021
5. Budget Worksheets	F/Y 2021
6. Capital Budget Worksheets	F/Y 2020
7. Transfer Requests, Appropriation Funds, Form A-13	F/Y 2021
B. Cash Receipts	
1. Bank Deposit Slips, All Accounts	F/Y 2021
2. Bank Statements, All Accounts	F/Y 2021
3. Receipts of Cash, Form A-14	F/Y 2021
4. Record of Daily Receipts, Form A-15	F/Y 2021
5. Report of Receipts, Form A-17	F/Y 2022
6. Treasurer's Receipts	F/Y 2022
C. Comptroller's Statements	
1. Appropriation Statement, Form IBM-1	F/Y 2021
2. Comparative Income Statement	F/Y 2021
3. Detail Transaction Register, Form IBM-2	F/Y 2021
4. Object Analysis	F/Y 2021
5. Unliquidated Encumbrance Statement, Form IBM-3	F/Y2022

D. Contractual Documents

1. Contracts	Term in 2017
2. Personal Service Agreements	Term in 2017
3. Rental Agreements	Term in 2017

E. Disbursements

1. Cancelled Checks, Special Accounts	F/Y 2021
2. Cancelled Checks, Agency Accounts	F/Y 2021
3. Cancelled Checks, Revolving Accounts	F/Y 2021
4. Payroll Manifests, Form A-8 or IBM Forms	F/Y 2021
5. Agency Payroll Certification	F/Y 2020
6. Tally Sheets (Gray Bars)	F/Y 2020
7. Payroll Register Report	F/Y 2020
8. Refunds of Revenue, Requests Form A-27	F/Y 2021
9. Report of Old Year Reserves, Form A-12	F/Y 2020
10. Requests for Liquidation of Encumbrance, Form A-10	F/Y 2023
11. Requests for Reimbursement of Revolving Funds, Form A-9	F/Y 2017
12. Time Books & Time Slips, Employees	F/Y 2020
13. Transfer Notifications, Form A-11	F/Y 2021
14. Vendors Invoices (3rd Copy filed Separately from Manifests)	F/Y 2023
15. Vendors Invoices, Special Accounts	F/Y 2017
16. Voucher Manifests, Form A-6-A or IBM Forms A-6-X (Form 4032)	F/Y 2021

F. Farm

1. Agri Form 9	F/Y 2021
2. Agri Profit and Loss Statement, Monthly	F/Y 2021
3. Breeding Slips	F/Y 2022
4. Cattle Inventory All Tabulated Thru	March 1, 1967
5. DHIA Monthly Statements (IBM)	F/Y 2022
6. Farm Inventory and Production Report	F/Y 2023
7. Farm Plan, Annual	F/Y 2014
8. Grain Use Report, Weekly	F/Y 2021
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 2017
2. Departmental Appropriation Ledgers Form A-18	F/Y 2017
3. Income Ledgers, Form A-16	F/Y 2017
4. Operating Statements, Special Account Form A-21	F/Y 2017
5. Record of Cash Transactions, Form A-19	F/Y 2017

H. Personnel

1. Certificate of Eligibles	F/Y 2023
2. Leave Applications, Form PD-8	F/Y 2022
3. Leave Record Cards, Form PD-6 Cards filed before	F/Y 2015
4. Notification of Payroll Change, Form A-22 (Rev)	F/Y 2021
5a. Personnel Jackets after 6/30/1954 Term in	F/Y 2016
Copies of Personnel's Action Files (PAFs)	F/Y 2016, OR until final disposition of discrimination charges
Applications for positions received	F/Y 2016, OR until final disposition of discrimination charges
Copies of licenses or certifications	F/Y 2016, OR until final disposition of discrimination charges
Certificate of Training	F/Y 2016, OR until final disposition of discrimination charges
Transcripts	F/Y 2016, OR until final disposition of discrimination charges
Performance Evaluations	F/Y 2016, OR until final disposition of discrimination charges
Letters of Warning	F/Y 2016, OR until final disposition of discrimination charges
Letters of Dismissal	F/Y 2016, OR until final disposition of discrimination charges
Reclassification documents, including Position Profile Forms (PPF's)	F/Y 2016, OR until final disposition of discrimination charges
Emergency Contact Information	F/Y 2020
W-4's	F/Y 2020
Retirement Paperwork, including applications & beneficiary info.	F/Y 2020
Life Insurance paperwork	F/Y 2020
Deferred Compensation/ING Forms	F/Y 2020
Levi Info (i.e., child support, garnishments, school loans)	F/Y 2020
Marriage License/Civil Union documentation	F/Y 2020
Letters of Recommendation, if applicable	F/Y 2020
Recognition and Award documentation	F/Y 2020

170's - Change forms used at the agency level to notify payroll of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc.)	F/Y 2020
Direct Deposit Information	F/Y 2021
Income Verifications	F/Y 2021
<i>Human Resource Office Files</i>	
Counseling documents	F/Y 2020, OR until final disposition of discrimination charges
Criminal Background Checks	Once the hiring decision is made
Applications for positions applied for but not received (filed)	F/Y 2020, OR until final disposition of discrimination charges
Polygraph Test & Reason for Administering	F/Y 2021
Leave Slips/ Leave and Attendance Sheets	
	F/Y 2020
Timesheets	F/Y 2020
<i>Employee Medical Files (kept separately from Personnel Files), including:</i>	
Family and Medical Leave Act forms and documentation	F/Y 2018, OR until final disposition of discrimination charges
Supplemental Sick Leave documents	F/Y 2018, OR until final disposition of discrimination charges
Doctor's Notes	F/Y 2016, OR until final disposition of discrimination charges
Modified work schedules	F/Y 2018, OR until final disposition of discrimination charges
Americans with Disabilities Act documents	F/Y 2018, OR until final disposition of discrimination charges
Retirement Disability forms	F/Y 2017, OR until final disposition of discrimination charges
Medical Records & Worker's Compensation documents	F/Y 2016, OR until final disposition of discrimination charges
5b. History Cards after 6/30/1954	Retained Permanently
6. Requests for Overtime, PD-3	F/Y 2023
7. Requests for Salary Increase, PD-17	F/Y 2023

I. Property

1. Declaration of Surplus Property, P-11	F/Y 2020 All But Current
2. Equipment Summary Reports, P-16 Rev.	
3. Equipment Transfer, Internal P-17	F/Y 2021
4. Material Control Card, P-2	F/Y 2021
5. Material Request & Credit Memo, P-1	F/Y 2021 All But Current
6. Monthly Equipment Adjustment Report, P-21	
7. Property Records Card, P-15, of Property disposed	Disposed of 1986 & Prior
8. Report of Lost & Damaged Property, P-18	F/Y 2017

J. Purchase

1. Field Purchase Order, P-8	F/Y 2021
2. Purchase Order, P-6	F/Y 2021
3. Receiving & Inspection Reports, P-3	F/Y 2021
4. Reports of Complaints, P-17	F/Y 2021
5. Requisition for Office Supplies, P-5	F/Y 2021
6. Requisition for Purchase Order, P-4	F/Y 2021

K. Travel

1. Private Auto Record, A-5	F/Y 2021
2. Request for Approval of Out-Of-State Travel, A-24	F/Y 2021
3. Travel Reimbursement Claim, A-4	F/Y 2021

L. Miscellaneous

1. Meal Ticket Sales, M-1	F/Y 2021
2. Dining Room Attendance, M-2	F/Y 2021
3. Report of Operation of State-Owned Vehicles, MV-2	F/Y2022
4. Life History of Vehicle, MV-3	disposed F/Y 2022
5. Minutes of Governor & Council Meetings	F/Y 2023
6. Toll Call Register, A-23	F/Y 2020
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).