

*The State of New Hampshire*



**DEPARTMENT OF STATE**

DIVISION OF ARCHIVES & RECORDS MANAGEMENT

71 SOUTH FRUIT STREET - CONCORD NH 03301-2410

**GENERAL RECORDS DESTRUCTION NOTIFICATION DECEMBER 31, 2016**

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Comparative Chart of General Notice		
Record Category		12/31/2016
A. Budget		
	1. Appropriation Warrants, Form A-1	F/Y 2013
	2. Appropriation Warrants, Specials	F/Y 2012
	3. Allocation Requests, Form A-13-A	F/Y 2013
	4. Authorization for Transfer of Funds, Form A-13-B	F/Y 2013
	5. Budget Worksheets	F/Y 2013
	6. Capital Budget Worksheets	F/Y 2012
	7. Transfer Requests, Appropriation Funds, Form A-13	F/Y 2013
B. Cash Receipts		
	1. Bank Deposit Slips, All Accounts	F/Y 2013
	2. Bank Statements, All Accounts	F/Y 2013
	3. Receipts of Cash, Form A-14	F/Y 2013
	4. Record of Daily Receipts, Form A-15	F/Y 2013
	5. Report of Receipts, Form A-17	F/Y 2014
	6. Treasurer's Receipts	F/Y 2014
C. Comptroller's Statements		
	1. Appropriation Statement, Form IBM-1	F/Y 2013

	2. Comparative Income Statement	F/Y 2013
	3. Detail Transaction Register, Form IBM-2	F/Y 2013
	4. Object Analysis	F/Y 2013
	5. Unliquidated Encumbrance Statement, Form IBM-3	F/Y 2014
<b>D. Contractual Documents</b>		
	1. Contracts	Term in 2009
	2. Personal Service Agreements	Term in 2009
	3. Rental Agreements	Term in 2009
<b>E. Disbursements</b>		
	1. Cancelled Checks, Special Accounts	F/Y 2013
	2. Cancelled Checks, Agency Accounts	F/Y 2013
	3. Cancelled Checks, Revolving Accounts	F/Y 2013
	4. Payroll Manifests, Form A-8 or IBM Forms	F/Y 2013
	5. Agency Payroll Certification	F/Y 2012
	6. Tally Sheets (Gray Bars)	F/Y 2012
	7. Payroll Register Report	F/Y 2012
	8. Refunds of Revenue, Requests Form A-27	F/Y 2013
	9. Report of Old Year Reserves, Form A-12	F/Y 2012
	10. Requests for Liquidation of Encumbrance, Form A-10	F/Y 2015
	11. Requests for Reimbursement of Revolving Funds, Form A-9	F/Y 2009
	12. Time Books & Time Slips, Employees	F/Y 2012
	13. Transfer Notifications, Form A-11	F/Y 2013
	14. Vendors Invoices (3rd Copy filed Separately from Manifests)	F/Y 2015
	15. Vendors Invoices, Special Accounts	F/Y 2009
	16. Voucher Manifests, Form A-6-A or IBM Forms A-6-X (Form 4032)	F/Y 2013
<b>F. Farm</b>		
	1. Agri Form 9	F/Y 2013
	2. Agri Profit and Loss Statement, Monthly	F/Y 2013
	3. Breeding Slips	F/Y 2014
	4. Cattle Inventory All Tabulated Thru	March 1, 1967
	5. DHIA Monthly Statements (IBM)	F/Y 2014
	6. Farm Inventory and Production Report	F/Y 2016
	7. Farm Plan, Annual	F/Y 2006
	8. Grain Use Report, Weekly	F/Y 2013
	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
<b>G. Ledgers</b>		
	1. Accounts Receivable Records	F/Y 2009

	2. Departmental Appropriation Ledgers Form A-18	F/Y 2009
	3. Income Ledgers, Form A-16	F/Y 2009
	4. Operating Statements, Special Account Form A-21	F/Y 2009
	5. Record of Cash Transactions, Form A-19	F/Y 2009
<b>H. Personnel</b>		
	1. Certificate of Eligables	F/Y 2015
	2. Leave Applications, Form PD-8	F/Y 2014
	3. Leave Record Cards, Form PD-6 Cards filed before	F/Y 2007
	4. Notification of Payroll Change, Form A-22 (Rev)	F/Y 2013
	5a. Personnel Jackets after 6/30/1954 Term in	F/Y 2008
	Copies of Personnel's Action Files (PAF's)	F/Y 2012, OR until final disposition if discrimination charges
	Applications for positions received	F/Y 2012, OR until final disposition if discrimination charges
	Copies of licenses or certifications	F/Y 2012, OR until final disposition if discrimination charges
	Certificate of Training	F/Y 2012, OR until final disposition if discrimination charges
	Transcripts	F/Y 2012, OR until final disposition if discrimination charges
	Performance Evaluations	F/Y 2012, OR until final disposition if discrimination charges
	Letters of Warning	F/Y 2012, OR until final disposition if discrimination charges
	Letters of Dismissal	F/Y 2012, OR until final disposition if discrimination charges
	Reclassification documents, including Position Profile Forms (PPF's)	F/Y 2012, OR until final disposition if discrimination charges
	Emergency Contact Information	F/Y 2012
	W-4's	F/Y 2012
	Retirement Paperwork, including applications & beneficiary info.	F/Y 2012
	Life Insurance paperwork	F/Y 2012
	Deferred Compensation/ING Forms	F/Y 2012
	Levi Info (i.e. child support, garnishments, school loans)	F/Y 2012
	Marriage License/Civil Union documentation	F/Y 2012
	Letters of Recommendation, if applicable	F/Y 2012
	Recognition and Award documentation	F/Y 2012

	170's - Change forms used at the agency level to notify payroll of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc)	F/Y 2012
	Direct Deposit Information	F/Y 2013
	Income Verifications	F/Y 2013
	<i>Human Resource Office Files</i>	
	Counseling documents	F/Y 2014, 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 2013
	Polygraph Test & Reason for Administering	F/Y 2013
	Leave Slips/ Leave and Attendance Sheets	F/Y 2012
	Timesheets	F/Y 2012
	<i>Employee Medical Files (kept separately from Personnel Files), including:</i>	
	Family and Medical Leave Act forms and documentation	F/Y 2012, OR until final disposition if discrimination charges
	Supplemental Sick Leave documents	F/Y 2012, OR until final disposition if discrimination charges
	Doctor's Notes	F/Y 2012, OR until final disposition if discrimination charges
	Modified work schedules	F/Y 2012, OR until final disposition if discrimination charges
	American's with Disability Act documents	F/Y 2012, OR until final disposition if discrimination charges
	Retirement Disability forms	F/Y 2011, OR until final disposition if discrimination charges
	Medical Records & Worker's Compensation documents	F/Y 2011, OR until final disposition if discrimination charges
	5b. History Cards after 6/30/1954	Retained Permanently
	6. Requests for Overtime, PD-3	F/Y 2015
	7. Requests for Salary Increase, PD-17	F/Y 2015
<b>I. Property</b>		
	1. Declaration of Surplus Property, P-11	F/Y 2012

	2. Equipment Summary Reports, P-16 Rev.	All But Current
	3. Equipment Transfer, Internal P-17	F/Y 2013
	4. Material Control Card, P-2	F/Y 2013
	5. Material Request & Credit Memo, P-1	F/Y 2013
	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 2009
J. Purchase		
	1. Field Purchase Order, P-8	F/Y 2013
	2. Purchase Order, P-6	F/Y 2013
	3. Receiving & Inspection Reports, P-3	F/Y 2013
	4. Reports of Complaints, P-17	F/Y 2013
	5. Requisition for Office Supplies, P-5	F/Y 2013
	6. Requisition for Purchase Order, P-4	F/Y 2013
K. Travel		
	1. Private Auto Record, A-5	F/Y 2013
	2. Request for Approval of Out-Of-State Travel, A-24	F/Y 2013
	3. Travel Reimbursement Claim, A-4	F/Y 2013
L. Miscellaneous		
	1. Meal Ticket Sales, M-1	F/Y 2013
	2. Dining Room Attendance, M-2	F/Y 2013
	3. Report of Operation of State Owned Vehicles, MV-2	
	4. Life History of Vehicle, MV-3	disposed F/Y 2014
	5. Minutes of Governor & Council Meetings	F/y 2015
	6. Toll Call Register, A-23	F/Y 2012
	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).