

The State of New Hampshire



DEPARTMENT OF STATE

DIVISION OF ARCHIVES & RECORDS MANAGEMENT

9 Ratification Way - CONCORD NH 03301-2410

GENERAL RECORDS DESTRUCTION NOTIFICATION DECEMBER 31, 2018

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Record Category

A. Budget

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| 1. Appropriation Warrants, Form A-1 | F/Y 2015 |
| 2. Appropriation Warrants, Specials | F/Y 2014 |
| 3. Allocation Requests, Form A-13-A | F/Y 2015 |
| 4. Authorization for Transfer of Funds, Form A-13-B | F/Y 2015 |
| 5. Budget Worksheets | F/Y 2015 |
| 6. Capital Budget Worksheets | F/Y 2014 |
| 7. Transfer Requests, Appropriation Funds, Form A-13 | F/Y 2015 |

B. Cash Receipts

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| 1. Bank Deposit Slips, All Accounts | F/Y 2015 |
| 2. Bank Statements, All Accounts | F/Y 2015 |
| 3. Receipts of Cash, Form A-14 | F/Y 2015 |
| 4. Record of Daily Receipts, Form A-15 | F/Y 2015 |
| 5. Report of Receipts, Form A-17 | F/Y 2018 |
| 6. Treasurer's Receipts | F/Y 2018 |

C. Comptroller's Statements

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| 1. Appropriation Statement, Form IBM-1 | F/Y 2015 |
| 2. Comparative Income Statement | F/Y 2015 |
| 3. Detail Transaction Register, Form IBM-2 | F/Y 2015 |
| 4. Object Analysis | F/Y 2015 |

	5. Unliquidated Encumbrance Statement, Form IBM-3	F/Y 2018
D. Contractual Documents		
	1. Contracts	Term in 2011
	2. Personal Service Agreements	Term in 2011
	3. Rental Agreements	Term in 2011
E. Disbursements		
	1. Cancelled Checks, Special Accounts	F/Y 2015
	2. Cancelled Checks, Agency Accounts	F/Y 2015
	3. Cancelled Checks, Revolving Accounts	F/Y 2015
	4. Payroll Manifests, Form A-8 or IBM Forms	F/Y 2015
	5. Agency Payroll Certification	F/Y 2014
	6. Tally Sheets (Gray Bars)	F/Y 2014
	7. Payroll Register Report	F/Y 2014
	8. Refunds of Revenue, Requests Form A-27	F/Y 2015
	9. Report of Old Year Reserves, Form A-12	F/Y 2014
	10. Requests for Liquidation of Encumbrance, Form A-10	F/Y 2017
	11. Requests for Reimbursement of Revolving Funds, Form A-9	F/Y 2011
	12. Time Books & Time Slips, Employees	F/Y 2014
	13. Transfer Notifications, Form A-11	F/Y 2015
	14. Vendors Invoices (3rd Copy filed Separately from Manifests)	F/Y 2017
	15. Vendors Invoices, Special Accounts	F/Y 2011
	16. Voucher Manifests, Form A-6-A or IBM Forms A-6-X (Form 4032)	F/Y 2015
F. Farm		
	1. Agri Form 9	F/Y 2015
	2. Agri Profit and Loss Statement, Monthly	F/Y 2015
	3. Breeding Slips	F/Y 2016
	4. Cattle Inventory All Tabulated Thru	March 1, 1967
	5. DHIA Monthly Statements (IBM)	F/Y 2016
	6. Farm Inventory and Production Report	F/Y 2016
	7. Farm Plan, Annual	F/Y 2008
	8. Grain Use Report, Weekly	F/Y 2015
	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 2011
	2. Departmental Appropriation Ledgers Form A-18	F/Y 2011

3. Income Ledgers, Form A-16	F/Y 2011
4. Operating Statements, Special Account Form A-21	F/Y 2011
5. Record of Cash Transactions, Form A-19	F/Y 2011
H. Personnel	
1. Certificate of Eligibles	F/Y 2017
2. Leave Applications, Form PD-8	F/Y 2016
3. Leave Record Cards, Form PD-6 Cards filed before	F/Y 2009
4. Notification of Payroll Change, Form A-22 (Rev)	F/Y 2015
5a. Personnel Jackets after 6/30/1954 Term in Copies of Personnel's Action Files (PAF's)	F/Y 2010
Applications for positions received	F/Y 2014, OR until final disposition if discrimination charges
Copies of licenses or certifications	F/Y 2014, OR until final disposition if discrimination charges
Certificate of Training	F/Y 2014, OR until final disposition if discrimination charges
Transcripts	F/Y 2014, OR until final disposition if discrimination charges
Performance Evaluations	F/Y 2014, OR until final disposition if discrimination charges
Letters of Warning	F/Y 2014, OR until final disposition if discrimination charges
Letters of Dismissal	F/Y 2014, OR until final disposition if discrimination charges
Reclassification documents, including Position Profile Forms (PPF's)	F/Y 2014, OR until final disposition if discrimination charges
Emergency Contact Information	F/Y 2014
W-4's	F/Y 2014
Retirement Paperwork, including applications & beneficiary info.	F/Y 2014
Life Insurance paperwork	F/Y 2014
Deferred Compensation/ING Forms	F/Y 2014
Levi Info (i.e. child support, garnishments, school loans)	F/Y 2014
Marriage License/Civil Union documentation	F/Y 2014
Letters of Recommendation, if applicable	F/Y 2014
Recognition and Award documentation	F/Y 2014
170's - Change forms used at the agency level to notify payroll of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc)	F/Y 2014
Direct Deposit Information	F/Y 2015
Income Verifications	F/Y 2015
<i>Human Resource Office Files</i>	
Counseling documents	F/Y 2016, 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/Y2015
	Polygraph Test & Reason for Administering	F/Y 2015
	Leave Slips/ Leave and Attendance Sheets	
	Timesheets	F/Y 2014
	<i>Employee Medical Files (kept separately from Personnel Files), including:</i>	F/Y 2014
	Family and Medical Leave Act forms and documentation	F/Y 2014, OR until final disposition if discrimination charges
	Supplemental Sick Leave documents	F/Y 2014, OR until final disposition if discrimination charges
	Doctor's Notes	F/Y 2014, OR until final disposition if discrimination charges
	Modified work schedules	F/Y 2014, OR until final disposition if discrimination charges
	American's with Disability Act documents	F/Y 2014, OR until final disposition if discrimination charges
	Retirement Disability forms	F/Y 2013, OR until final disposition if discrimination charges
	Medical Records & Worker's Compensation documents	F/Y 2013, OR until final disposition if discrimination charges
	5b. History Cards after 6/30/1954	Retained Permanently
	6. Requests for Overtime, PD-3	F/Y 2017
	7. Requests for Salary Increase, PD-17	F/Y 2017
I. Property		
	1. Declaration of Surplus Property, P-11	F/Y 2014
	2. Equipment Summary Reports, P-16 Rev.	All But Current
	3. Equipment Transfer, Internal P-17	F/Y 2015
	4. Material Control Card, P-2	F/Y 2015
	5. Material Request & Credit Memo, P-1	F/Y 2015
		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 2011
J. Purchase		
	1. Field Purchase Order, P-8	F/Y 2015
	2. Purchase Order, P-6	F/Y 2015
	3. Receiving & Inspection Reports, P-3	F/Y 2015
	4. Reports of Complaints, P-17	F/Y 2015
	5. Requisition for Office Supplies, P-5	F/Y 2015
	6. Requisition for Purchase Order, P-4	F/Y 2015
K. Travel		
	1. Private Auto Record, A-5	F/Y 2015
	2. Request for Approval of Out-Of-State Travel, A-24	F/Y 2015
	3. Travel Reimbursement Claim, A-4	F/Y 2015
L. Miscellaneous		

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| 1. Meal Ticket Sales, M-1 | F/Y 2015 |
| 2. Dining Room Attendance, M-2 | F/Y 2015 |
| 3. Report of Operation of State Owned Vehicles, MV-2 | |
| 4. Life History of Vehicle, MV-3 | disposed F/Y 2016 |
| 5. Minutes of Governor & Council Meetings | F/Y 2017 |
| 6. Toll Call Register, A-23 | F/Y 2014 |
| 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). |