GENERAL RECORDS DESTRUCTION NOTIFICATION DECEMBER 31, 2019

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Comparative Chart of General Notice

Record Category

A. Budget
1. Appropriation Warrants, Form A-1  F/Y 2016
2. Appropriation Warrants, Specials  F/Y 2015
5. Budget Worksheets  F/Y 2016
6. Capital Budget Worksheets  F/Y 2015
7. Transfer Requests, Appropriation Funds, Form A-13  F/Y 2016

B. Cash Receipts
1. Bank Deposit Slips, All Accounts  F/Y 2016
2. Bank Statements, All Accounts  F/Y 2016
5. Report of Receipts, Form A-17  F/Y 2017
6. Treasurer's Receipts  F/Y 2017
C. Comptroller’s Statements
1. Appropriation Statement, Form IBM-1  F/Y 2016
2. Comparative Income Statement  F/Y 2016
3. Detail Transaction Register, Form IBM-2  F/Y 2016
5. Unliquidated Encumbrance Statement, Form IBM-3  F/Y 2017

D. Contractual Documents
1. Contracts  Term is 2012
2. Personal Service Agreements  Term is 2012
3. Rental Agreements  Term is 2012

E. Disbursements
1. Cancelled Checks, Special Accounts  F/Y 2016
4. Payroll Manifests, Form A-8 or IBM Forms  F/Y 2016
5. Agency Payroll Certification  F/Y 2015
6. Tally Sheets (Gray Bars)  F/Y 2015
7. Payroll Register Report  F/Y 2015
10. Requests for Liquidation of Encumbrance, Form A-10  F/Y 2018
12. Time Books & Time Slips, Employees  F/Y 2015
14. Vendors Invoices (3rd Copy filed Separately from Manifests)  F/Y 2018
15. Vendors Invoices, Special Accounts  F/Y 2012
16. Voucher Manifests, Form A-6-A or IBM Forms A-6-X (Form 4032)  F/Y 2016

F. Farm
1. Agri Form 9  F/Y 2016
3. Breeding Slips  F/Y 2017
4. Cattle Inventory All Tabulated Thru March 1, 1967
5. DHIA Monthly Statements (IBM)  F/Y 2017
6. Farm Inventory and Production Report  F/Y 2018
7. Farm Plan, Annual  F/Y 2009
9. [Obsolete]
10. Monthly Egg Production & Grading Use Report
11. Monthly Poultry Inventory Report
12. Registration Certificates
13. Swine Inventory

G. Ledgers
1. Accounts Receivable Records
2. Departmental Appropriation Ledgers Form A-18
3. Income Ledgers, Form A-16
4. Operating Statements, Special Account Form A-21
5. Record of Cash Transactions, Form A-19

H. Personnel
1. Certificate of Eligables
2. Leave Applications, Form PD-8
3. Leave Record Cards, Form PD-6 Cards filed before
4. Notification of Payroll Change, Form A-22 (Rev)
5a. Personnel Jackets after 6/30/1954 Term in
   Copies of Personnel's Action Files (PAF's)
   Applications for positions received
   Copies of licenses or certifications
   Certificate of Training
   Transcripts
   Performance Evaluations
   Letters of Warning
   Letters of Dismissal
   Reclassification documents, including Position Profile Forms (PPF's)
   Emergency Contact Information
W-4's
Retirement Paperwork, including applications & beneficiary info.
Life Insurance paperwork
Deferred Compensation/ING Forms
Levi Info (i.e. child support, garnishments, school loans)
Marriage License/Civil Union documentation
Letters of Recommendation, if applicable
Recognition and Award documentation
170's - Change forms used at the agency level to notify payroll of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc)

F/Y 2015
F/Y 2015
F/Y 2015
F/Y 2015
F/Y 2015
F/Y 2015
F/Y 2015
F/Y 2015
F/Y 2015

Direct Deposit Information
Income Verifications

F/Y 2016
F/Y 2016

Human Resource Office Files
Counseling documents
Criminal Background Checks
Applications for positions applied for, but not received (filed)
Polygraph Test & Reason for Administering
Leave Slips/ Leave and Attendance Sheets
Timesheets

Once hiring decision is made
F/Y 2017
F/Y 2016
F/Y 2015
F/Y 2015

Employee Medical Files (kept separately from Personnel Files), including:
Family and Medical Leave Act forms and documentation
Supplemental Sick Leave documents
Doctor's Notes
Modified work schedules
American's with Disability Act documents
Retirement Disability forms

F/Y 2017, OR until final disposition if discrimination charges
F/Y 2015, OR until final disposition if discrimination charges
F/Y 2015, OR until final disposition if discrimination charges
F/Y 2015, OR until final disposition if discrimination charges
F/Y 2015, OR until final disposition if discrimination charges
F/Y 2014, OR until final disposition if discrimination charges
### Medical Records & Worker's Compensation documents

- **F/Y 2014**, OR until final disposition if discrimination charges

| 5b. History Cards after 6/30/1954 | Retained Permanently |
| 6. Requests for Overtime, PD-3 | F/Y 2018 |
| 7. Requests for Salary Increase, PD-17 | F/Y 2018 |

### I. Property

| 1. Declaration of Surplus Property, P-11 | F/Y 2015 |
| 2. Equipment Summary Reports, P-16 Rev. | All But Current |
| 3. Equipment Transfer, Internal P-17 | F/Y 2016 |
| 5. Material Request & Credit Memo, P-1 | F/Y 2016 |
| 6. Monthly Equipment Adjustment Report, P-21 | All But Current |
| 7. Property Records Card, P-15, of Property disposed | Disposed of 1986 & Prior |

### J. Purchase

| 1. Field Purchase Order, P-8 | F/Y 2016 |
| 2. Purchase Order, P-6 | F/Y 2016 |
| 3. Receiving & Inspection Reports, P-3 | F/Y 2016 |
| 4. Reports of Complaints, P-17 | F/Y 2016 |
| 5. Requisition for Office Supplies, P-5 | F/Y 2016 |
| 6. Requisition for Purchase Order, P-4 | F/Y 2016 |

### K. Travel

| 3. Travel Reimbursement Claim, A-4 | F/Y 2016 |

### L. Miscellaneous

| 1. Meal Ticket Sales, M-1 | F/Y 2016 |
| 2. Dining Room Attendance, M-2 | F/Y 2016 |
| 4. Life History of Vehicle, MV-3 | disposed F/Y 2017 |
| 5. Minutes of Governor & Council Meetings | F/Y 2018 |
| 6. Toll Call Register, A-23 | F/Y 2015 |
| 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). |