

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, 2021

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| Comparative Chart of General Notice | | |
|-------------------------------------|--|-----------|
| Record Category | | |
| | | 31-Dec-21 |
| A. Budget | | |
| | 1. Appropriation Warrants, Form A-1 | F/Y 2018 |
| | 2. Appropriation Warrants, Specials | F/Y 2017 |
| | 3. Allocation Requests, Form A-13-A | F/Y 2018 |
| | 4. Authorization for Transfer of Funds, Form A-13-B | F/Y 2018 |
| | 5. Budget Worksheets | F/Y 2018 |
| | 6. Capital Budget Worksheets | F/Y 2017 |
| | 7. Transfer Requests, Appropriation Funds, Form A-13 | F/Y 2018 |
| | | |
| | B. Cash Receipts | |
| | 1. Bank Deposit Slips, All Accounts | F/Y 2018 |
| | 2. Bank Statements, All Accounts | F/Y 2018 |
| | 3. Receipts of Cash, Form A-14 | F/Y 2018 |
| | 4. Record of Daily Receipts, Form A-15 | F/Y 2018 |
| | 5. Report of Receipts, Form A-17 | F/Y 2019 |
| | 6. Treasurer's Receipts | F/Y 2019 |
| | | |
| | C. Comptroller's Statements | |
| | 1. Appropriation Statement, Form IBM-1 | F/Y 2018 |
| | 2. Comparative Income Statement | F/Y 2018 |

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| | 3. Detail Transaction Register, Form IBM-2 | F/Y 2018 |
| | 4. Object Analysis | F/Y 2018 |
| | 5. Unliquidated Encumbrance Statement, Form IBM-3 | F/Y 2019 |
| | | |
| | D. Contractual Documents | |
| | 1. Contracts | Term in 2014 |
| | 2. Personal Service Agreements | Term in 2014 |
| | 3. Rental Agreements | Term in 2014 |
| | | |
| | E. Disbursements | |
| | 1. Cancelled Checks, Special Accounts | F/Y 2018 |
| | 2. Cancelled Checks, Agency Accounts | F/Y 2018 |
| | 3. Cancelled Checks, Revolving Accounts | F/Y 2018 |
| | 4. Payroll Manifests, Form A-8 or IBM Forms | F/Y 2018 |
| | 5. Agency Payroll Certification | F/Y 2017 |
| | 6. Tally Sheets (Gray Bars) | F/Y 2017 |
| | 7. Payroll Register Report | F/Y 2017 |
| | 8. Refunds of Revenue, Requests Form A-27 | F/Y 2018 |
| | 9. Report of Old Year Reserves, Form A-12 | F/Y 2017 |
| | 10. Requests for Liquidation of Encumbrance, Form A-10 | F/Y 2020 |
| | 11. Requests for Reimbursement of Revolving Funds, Form A-9 | F/Y 2014 |
| | 12. Time Books & Time Slips, Employees | F/Y 2017 |
| | 13. Transfer Notifications, Form A-11 | F/Y 2018 |
| | 14. Vendors Invoices (3rd Copy filed Separately from Manifests) | F/Y 2020 |
| | 15. Vendors Invoices, Special Accounts | F/Y 2014 |
| | 16. Voucher Manifests, Form A-6-A or IBM Forms A-6-X (Form 4032) | F/Y 2018 |
| | | |
| | F. Farm | |
| | 1. Agri Form 9 | F/Y 2018 |
| | 2. Agri Profit and Loss Statement, Monthly | F/Y 2018 |
| | 3. Breeding Slips | F/Y 2019 |
| | 4. Cattle Inventory All Tabulated Thru | March 1, 1967 |
| | 5. DHIA Monthly Statements (IBM) | F/Y 2019 |
| | 6. Farm Inventory and Production Report | F/Y 2020 |
| | 7. Farm Plan, Annual | F/Y 2011 |
| | 8. Grain Use Report, Weekly | F/Y 2018 |
| | 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 2014 |
| | 2. Departmental Appropriation Ledgers Form A-18 | F/Y 2014 |
| | 3. Income Ledgers, Form A-16 | F/Y 2014 |

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| | 4. Operating Statements, Special Account Form A-21 | F/Y 2014 |
| | 5. Record of Cash Transactions, Form A-19 | F/Y 2014 |
| | | |
| H. Personnel | | |
| | 1. Certificate of Eligables | F/Y 2020 |
| | 2. Leave Applications, Form PD-8 | F/Y 2019 |
| | 3. Leave Record Cards, Form PD-6 Cards filed before | F/Y 2012 |
| | 4. Notification of Payroll Change, Form A-22 (Rev) | F/Y 2018 |
| | 5a. Personnel Jackets after 6/30/1954 Term in | F/Y 2013 |
| | 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 |
| | 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 2017 |
| | W-4's | F/Y 2017 |
| | Retirement Paperwork, including applications & beneficiary info. | F/Y 2017 |
| | Life Insurance paperwork | F/Y 2017 |
| | Deferred Compensation/ING Forms | F/Y 2017 |
| | Levi Info (i.e. child support, garnishments, school loans) | F/Y 2017 |

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| | Marriage License/Civil Union documentation | F/Y 2017 |
| | Letters of Recommendation, if applicable | F/Y 2017 |
| | Recognition and Award documentation | F/Y 2017 |
| | 170's - Change forms used at the agency level to notify payroll of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc) | F/Y 2017 |
| | Direct Deposit Information | F/Y 2018 |
| | Income Verifications | F/Y 2018 |
| | <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 |
| | Polygraph Test & Reason for Administering | F/Y 2018 |
| | Leave Slips/ Leave and Attendance Sheets | F/Y 2017 |
| | Timesheets | F/Y 2017 |
| | <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 |
| | American's with Disability 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 & Worker's 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 2020 |
| | 7. Requests for Salary Increase, PD-17 | F/Y 2020 |
| I. Property | | |
| | 1. Declaration of Surplus Property, P-11 | F/Y 2017 |

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| | 2. Equipment Summary Reports, P-16 Rev. | All But Current |
| | 3. Equipment Transfer, Internal P-17 | F/Y 2018 |
| | 4. Material Control Card, P-2 | F/Y 2018 |
| | 5. Material Request & Credit Memo, P-1 | F/Y 2018 |
| | 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 2014 |
| J. Purchase | | |
| | 1. Field Purchase Order, P-8 | F/Y 2018 |
| | 2. Purchase Order, P-6 | F/Y 2018 |
| | 3. Receiving & Inspection Reports, P-3 | F/Y 2018 |
| | 4. Reports of Complaints, P-17 | F/Y 2018 |
| | 5. Requisition for Office Supplies, P-5 | F/Y 2018 |
| | 6. Requisition for Purchase Order, P-4 | F/Y 2018 |
| K. Travel | | |
| | 1. Private Auto Record, A-5 | F/Y 2018 |
| | 2. Request for Approval of Out-Of-State Travel, A-24 | F/Y 2018 |
| | 3. Travel Reimbursement Claim, A-4 | F/Y 2018 |
| L. Miscellaneous | | |
| | 1. Meal Ticket Sales, M-1 | F/Y 2018 |
| | 2. Dining Room Attendance, M-2 | F/Y 2018 |
| | 3. Report of Operation of State Owned Vehicles, MV-2 | |
| | 4. Life History of Vehicle, MV-3 | disposed F/Y 2019 |
| | 5. Minutes of Governor & Council Meetings | F/Y 2020 |
| | 6. Toll Call Register, A-23 | F/Y 2017 |
| | 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). |