

How to Request, Return and Send Items to Archives

Archives Contact Info

- Email: Archives@sos.nh.gov (preferred and recommended)
- Fax: (603) 271-2272 (please include your contact info)
- Phone: (603) 271-2236

For requests: Use the email address provided above. This allows Archives to easily respond if we are unable to find the requested item.

Delivery to State Agencies

Concord only (establish secure designated drop-off point for records)

- Every-other-day delivery based on the pay schedule for state employees (morning only)
 - Monday, Wednesday, and Friday during pay weeks
 - Tuesday and Thursday during non-pay weeks

Outside of Concord

- Can mail out using USPS
- Agency can come in person and pick up (must present a state-issued ID)

**Special requests and emergencies are handled on a case-by-case basis*

For returns to archives: Contact the Archives Division in advance so we can plan our routes accordingly.

- Pick-up schedule for files follows same procedure as deliveries
- Please have a designated spot for files that need to be returned. Your drop-off and collection sites should be next to each other

New Info from Archives and Records

Communication

- Department will only respond via email
- Transfer list must be sent prior to any requests, returns, or deliveries (see **How to Create a Transfer List** document on Pgs. 5-6)

Delivery Schedule

- Time slot must be scheduled in advance with Archives Division for new, larger pick-ups
- Pick-ups in morning only (before noon, start no later than 10am). Follows State Employee pay schedule:
 - Tuesday and Thursday of pay week
 - Monday, Wednesday, and Friday of non-pay weeks
- Agencies can hand deliver their files, but they must notify Archives prior to their arrival to ensure staff is on hand to receive the boxes.
- Pick-up schedule could vary based on the weather