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