

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, 2019

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Comparative Chart of General Notice

Record Category

A. Budget

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|--|----------|
| 1. Appropriation Warrants, Form A-1 | F/Y 2016 |
| 2. Appropriation Warrants, Specials | F/Y 2015 |
| 3. Allocation Requests, Form A-13-A | F/Y 2016 |
| 4. Authorization for Transfer of Funds, Form A-13-B | F/Y 2016 |
| 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 |
| 3. Receipts of Cash, Form A-14 | F/Y 2016 |
| 4. Record of Daily Receipts, Form A-15 | F/Y 2016 |
| 5. Report of Receipts, Form A-17 | F/Y 2017 |
| 6. Treasurer's Receipts | F/Y 2017 |

C. Comptroller's Statements

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|---|----------|
| 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 |
| 4. Object Analysis | F/Y 2016 |
| 5. Unliquidated Encumbrance Statement, Form IBM-3 | F/Y 2017 |

D. Contractual Documents

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|--------------------------------|--------------|
| 1. Contracts | Term is 2012 |
| 2. Personal Service Agreements | Term is 2012 |
| 3. Rental Agreements | Term is 2012 |

E. Disbursements

- | | |
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| 1. Cancelled Checks, Special Accounts | F/Y 2016 |
| 2. Cancelled Checks, Agency Accounts | F/Y 2016 |
| 3. Cancelled Checks, Revolving 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 |
| 8. Refunds of Revenue, Requests Form A-27 | F/Y 2016 |
| 9. Report of Old Year Reserves, Form A-12 | F/Y 2015 |
| 10. Requests for Liquidation of Encumbrance, Form A-10 | F/Y 2018 |
| 11. Requests for Reimbursement of Revolving Funds, Form A-9 | F/Y 2012 |
| 12. Time Books & Time Slips, Employees | F/Y 2015 |
| 13. Transfer Notifications, Form A-11 | F/Y 2016 |
| 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

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|--|---------------|
| 1. Agri Form 9 | F/Y 2016 |
| 2. Agri Profit and Loss Statement, Monthly | 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 |
| 8. Grain Use Report, Weekly | F/Y 2016 |
| 9. [Obsolete] | |

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|---|-------------------------|
| 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

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| 1. Accounts Receivable Records | F/Y 2012 |
| 2. Departmental Appropriation Ledgers Form A-18 | F/Y 2012 |
| 3. Income Ledgers, Form A-16 | F/Y 2012 |
| 4. Operating Statements, Special Account Form A-21 | F/Y 2012 |
| 5. Record of Cash Transactions, Form A-19 | F/Y 2012 |

H. Personnel

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|--|--|
| 1. Certificate of Eligibles | F/Y 2018 |
| 2. Leave Applications, Form PD-8 | F/Y 2017 |
| 3. Leave Record Cards, Form PD-6 Cards filed before | F/Y 2010 |
| 4. Notification of Payroll Change, Form A-22 (Rev) | F/Y 2016 |
| 5a. Personnel Jackets after 6/30/1954 Term in | F/Y 2011 |
| Copies of Personnel's Action Files (PAF's) | F/Y 2015, OR until final disposition if discrimination charges |
| Applications for positions received | F/Y 2015, OR until final disposition if discrimination charges |
| Copies of licenses or certifications | F/Y 2015, OR until final disposition if discrimination charges |
| Certificate of Training | F/Y 2015, OR until final disposition if discrimination charges |
| Transcripts | F/Y 2015, OR until final disposition if discrimination charges |
| Performance Evaluations | F/Y 2015, OR until final disposition if discrimination charges |
| Letters of Warning | F/Y 2015, OR until final disposition if discrimination charges |
| Letters of Dismissal | F/Y 2015, OR until final disposition if discrimination charges |
| Reclassification documents, including Position Profile Forms (PPF's) | F/Y 2015, OR until final disposition if discrimination charges |

Emergency Contact Information	F/Y 2015
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W-4's	F/Y 2015
Retirement Paperwork, including applications & beneficiary info.	
	F/Y 2015
Life Insurance paperwork	F/Y 2015
Deferred Compensation/ING Forms	F/Y 2015
Levi Info (i.e. child support, garnishments, school loans)	F/Y 2015
Marriage License/Civil Union documentation	F/Y 2015
Letters of Recommendation, if applicable	F/Y 2015
Recognition and Award documentation	F/Y 2015
170's - Change forms used at the agency level to notify payroll of a PROMO, DEMOT, TERM, NEW HIRE, ASSGN, etc)	
	F/Y 2015
Direct Deposit Information	F/Y 2016
Income Verifications	F/Y 2016
<i>Human Resource Office Files</i>	
Counseling documents	
Criminal Background Checks	Once hiring decision is made
Applications for positions applied for, but not received (filed)	
	F/Y 2017
Polygraph Test & Reason for Administering	F/Y 2016
Leave Slips/ Leave and Attendance Sheets	F/Y 2015
Timesheets	F/Y 2015
<i>Employee Medical Files (kept separately from Personnel Files), including:</i>	<i>F/Y 2017, OR until final disposition if discrimination charges</i>
Family and Medical Leave Act forms and documentation	F/Y 2015, OR until final disposition if discrimination charges
Supplemental Sick Leave documents	F/Y 2015, OR until final disposition if discrimination charges
Doctor's Notes	F/Y 2015, OR until final disposition if discrimination charges
Modified work schedules	F/Y 2015, OR until final disposition if discrimination charges
American's with Disability Act documents	F/Y 2015, OR until final disposition if discrimination charges
Retirement Disability forms	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
- 4. Material Control Card, P-2 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
- 8. Report of Lost & Damaged Property, P-18 F/Y 2012

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

- 1. Private Auto Record, A-5 F/Y 2016
- 2. Request for Approval of Out-Of-State Travel, A-24 F/Y 2016
- 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
- 3. Report of Operation of State Owned Vehicles, MV-2 F/Y 2015
- 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
Upon cessation of agency
business need (not greater than
18 months).
- 9. Merchant Card Records with Cardholder Data, including Receipts.