

Carroll County Records Retention
Appendix A
Record Retention Schedule

RSA33-A:3-a	Department	Record	Minimum Retention
II	Finance	Accounts Receivable	Audited plus one year
III	All	Aerial photographs	Permanently
VI	Finance	Annual audit	10 years
VII	Administration	Annual Reports	Permanently
IX	Administration	Articles of Agreement	Permanently
X	Finance	Bank deposit slips and statements	6 years
XI	Administration	Blueprints-Architectural	Life of building
XII	Finance	Bonds and continuation certificates	Bond expiry + 2 years
XIV	Finance	Budgets	Permanently
XV	Hales Location	Building Permits-applications/approvals	Permanently
XVI	Hales Location	Building Permits-Lapsed	Permanently
XVII	Hales Location	Building Permits-Withdrawn/Denied	One Year
XVIII	Finance	Capital projects and fixed assets that require accountability after completion	Life of project or purchase
XIX	Finance	Cash receipt and disbursement book	6 years after last entry or until audited
XX	Finance	Checks	6 years
XXIII	Administration	Contracts-completed awards, including request for purchase, bids and awards	Life of project or purchase
XXIV	Administration	Contracts-unsuccessful bids	Completion of project plus one year
XXV	All	Correspondence by and to municipality-administrative records	One year
XXVI	All	Correspondence by and to municipality-policy and program records	Follow retention requirement for the record to which it refers.
XXVII	All	Correspondence by and to municipality-transitory	Retain as needed for reference.
XXXV	Administration	Easements awarded to municipality	Permanently
XLI	All	Equipment maintenance	Life of equipment
XLIII	Finance	Federal form 1099s and W-2s	7 years
XLIV	Finance	Federal form 941	7 years
XLVII	Administration	Grants, supporting documents	Follow grantor's requirements. Federal requirement minimum of 3 years; GOFERR Nursing Home Grant 5 years
XLVIII	Human Resources	Grievances	Expiration of appeal period
XLIX	Hales Location	Health-complaints	Expiration of appeal period
L	Hales Location	Health-inspections	3 years
LI	Administration	Health-service agreements with state agencies	Term plus 7 years
LIV	Finance	Insurance policies	Permanently

LVI	Administration	Intergovernmental agreements	End of agreement plus 3 years
LIX	Finance	Invoices and bills	Until audited plus one year
LX	Human Resources	Job applications-successful	Retirement or termination plus 20 years
LXI	Human Resources	Job applications-unsuccessful	Current year plus 3 years
LXII	Human Resources	Labor-Public Employee Labor Relations Board (NHPELRB) actions and decisions	Permanently
LXIII	Human Resources	Labor union negotiations	Permanently or until contract is replaced with new contract
LXIV	Finance	Ledger and journal entry records	Until audited plus one year
LXV	Administration	Legal actions against municipality	Permanently
LXX	Administration	Licenses-health	Current year plus 6 years
LXXX	Administration	Meeting minutes, tape recordings: keep until written record is approved at meeting	As soon as minutes are approved, either reuse the tape or dispose of the tape
LXXXI	Administration	Minutes of boards and committees	Permanently
LXXXIII	Hales Location	Minutes – Selectmen's	Permanently
LXXXIX	Finance	Notes, bonds, and municipal bond coupons-cancelled	Until paid and audited plus one year
XC	Finance	Notes, bonds, and municipal bond coupon register	Permanently
XCI	Administration	Oaths of office	Term of office plus 3 years
XCIII	Human Resources	Payrolls	Until audited plus one year
XCVI	Human Resources	Personnel Files	Retirement or termination plus 20 years
XCVII	Police	Accident files-fatalities	10 years
XCVIII	Police	Accident files-hit and run	Statute of limitations plus 5 years
XCIX	Police	Accident files-injuries	6 years
C	Police	Accident files-involving arrests	6 years
CI	Police	Accident files-involving municipality	6 years
CII	Police	Accident files-property damage	6 years
CIII	Police	Arrest reports	Permanently
CIV	Police	Calls for service/general service reports	5 years
CV	Police	Criminal-closed cases	Statute of limitations plus 5 years.
CVI	Police	Criminal-open cases	Statute of limitations plus 5 years.
CVII	Police	Motor vehicle violation paperwork	3 years
CVIII	Police	Non-criminal-internal affairs investigations	Retirement or termination plus 20 years except that the County shall follow the retention period for

			non-criminal internal investigations as set forth in any applicable union or collective bargaining agreement in effect as of July 1, 2021 until such agreement expires, at which time the 20-year retention period shall apply
CIX	Police	Non-criminal-all other files	Closure plus 3 years
CX	Police	Pistol Permit Applications	Expiration of permit plus one year
CXV	Administration	Records management forms for transfer of records to storage	Permanently
CXX	Hales Location	Septic plan approval and plans	Until replaced or removed
CXXI	Administration	Sewer system filtration study	Permanently
CXXXVI	Administration	Tax-deeded property file (including registered or certified receipts for notifying owners and mortgagees of intent to deed property	Permanently
CXXXVII	Human Resources	Time Cards	4 years
CXXXVIII	Trustees of Trust Funds	Trust Fund: <ul style="list-style-type: none"> a. Minutes and quarterly reports, in paper or electronic format b. Bank statements, in paper or electronic format 	Permanently 6 years after audit
CXXXIX	All	Vehicle maintenance records	Life of vehicle plus 2 years
CXLII	Finance	Vouchers and treasurers receipts	Until audited plus one year
CXLIV	Hales Location	Warrants – Property Tax and List	Permanently
CXLVI	Hales Location	Warrants – Town Meeting	Permanently
CLII		Wrists	Expiration of appeal period plus one year

The above schedule is an excerpt from NH RSA 33-A:3-a, Rev. 2021. For County records not listed in the above schedule, the full RSA should be consulted.

It is understood that there may be federal and state laws and/or regulations in addition to NH RSA 33-A that govern the disposition of records in the individual County departments. Department heads maintain department-specific policies relative to those additional record retention requirements.

Hale's Location records shall be maintained in accordance with Department assigned All, Administration, Finance, and Hale's Location