

# NHTCA 2025 Spring Workshop

## Record Retention

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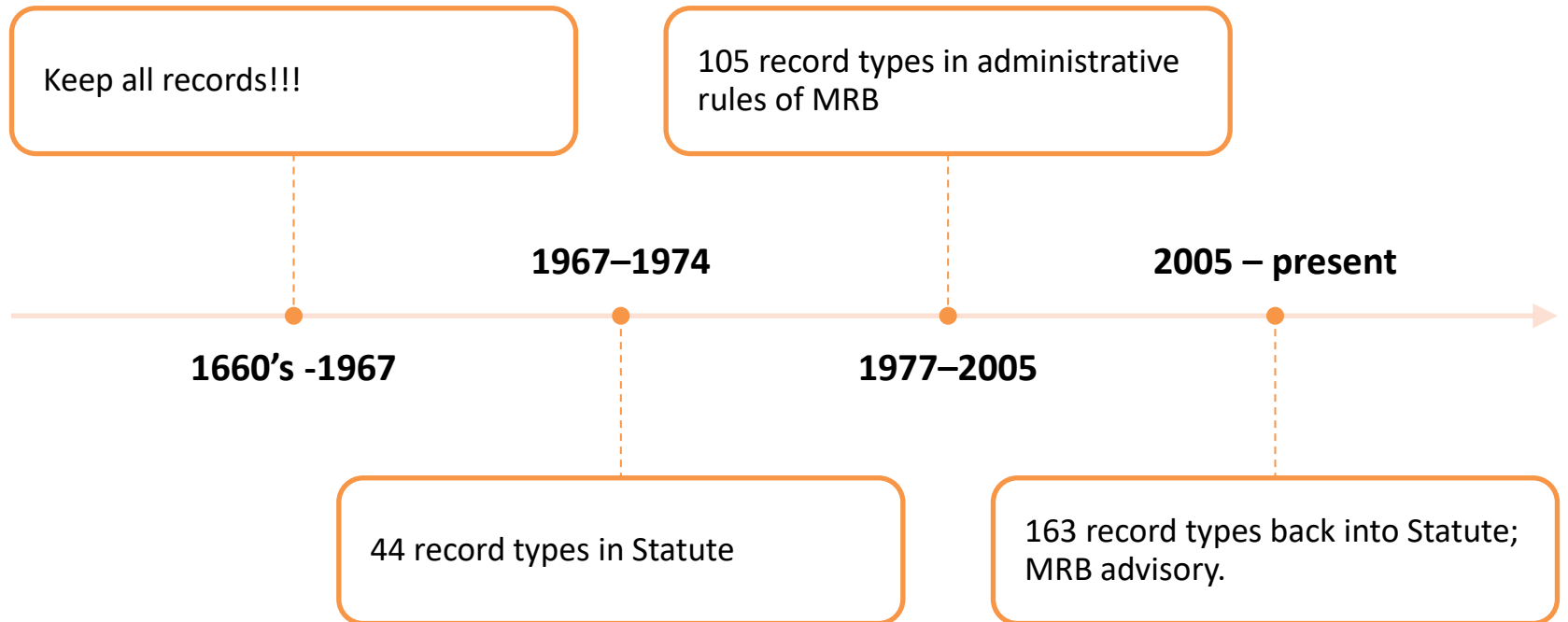
What to do and  
when to do it.







# History



# Purpose

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To ensure records be **retained** that are required by law and essential to business.

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To ensure outdated or unnecessary documents be **destroyed** in a **systematic** and thoughtful way.

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To **minimize** the **risk** of public records falling victim to bad intentions.



# State Laws

- RSA 5:29 - Definitions
- RSA 5:47 – Definitions (I - Repealed)
- RSA 5:49 – Duties (III & IV - Repealed)
- RSA 33-A:1 - Definitions



**“...Any document, book, paper, manuscript, drawing, photograph, map, sound recording, video recording, electronic record, microform or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business.”**

**RSA 5:29**  
**What is a  
record?**

# Records Management Improvement Program REPEALED

RSA 5:47 –  
RSA 5:51  
Local  
Government  
Records  
Management  
Program



Funds available for “cities, towns, or unincorporated places to preserve records.”



Applications approved by the “Grants Review Committee” made up of: two members of the municipal records board, NHTCA president, NHCTCA president, and One Town Clerk/Tax Collector.



State archivist, with the Municipal Records Grants Review Committee, awards the grants for records management for local governments.



**RSA  
33-A:4-a  
Municipal  
Records  
Board**

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**Director of the Division of Archives and Records Management**

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**Director of NH Historical Society**

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**State Librarian**

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**Presidents of NHTCA, NHCTCA & ANHA**

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**Registrar of Vital Records**

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**Secretary of State**

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**Municipal Treasurer or Finance Director – appointed by NHMA**

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**Professional Historian - appointed by Governor**

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**Representative of the Association of NH Historical Societies**

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**Representative of the New Hampshire DRA**

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**State Records Manager**





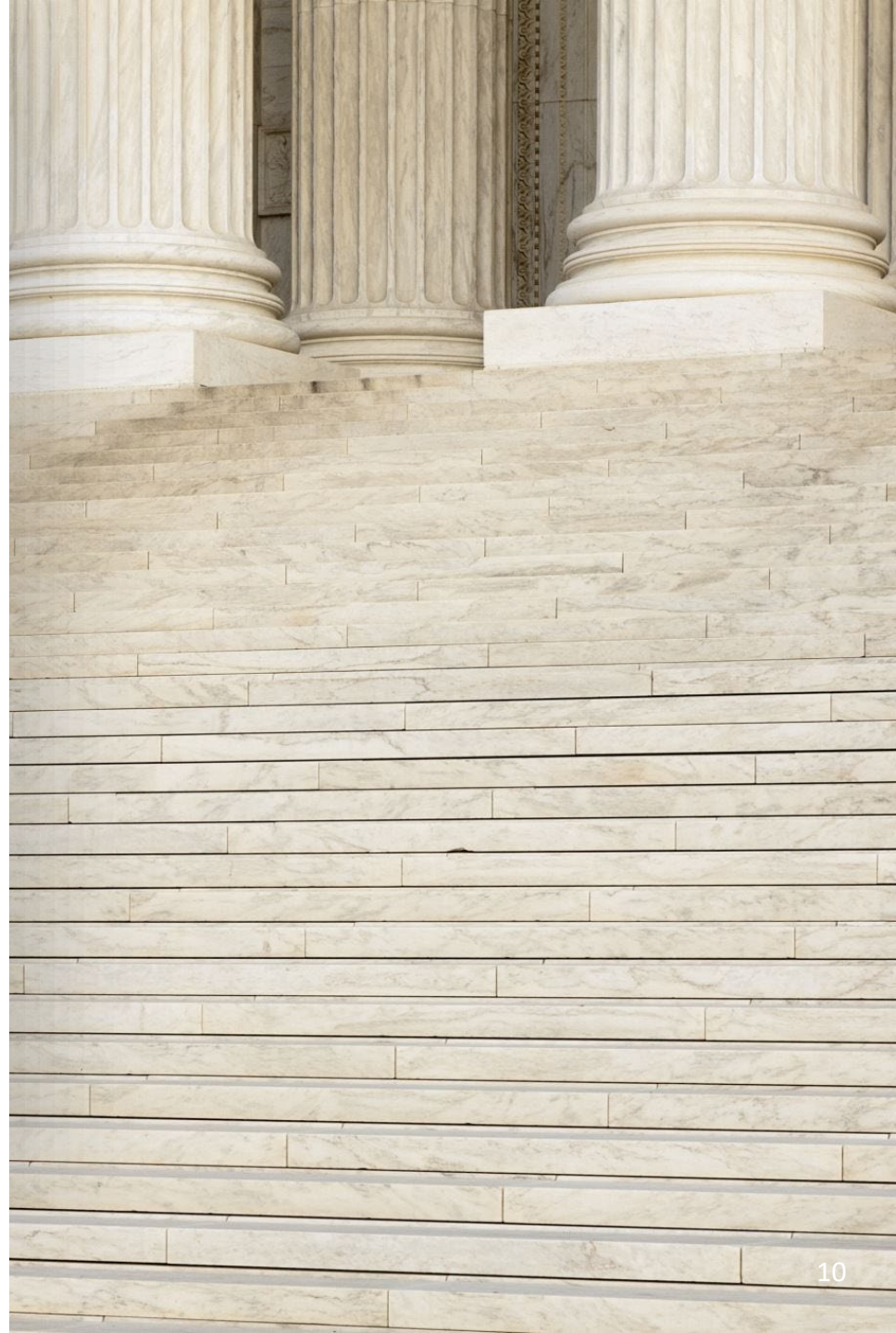
## RSA 33-A:4-a & b Municipal Records Board Powers

- ~~Oversees the local government records management improvement program per RSA 5:47-51~~ **REPEALED**
- **Advises** the Secretary of State on effective and efficient management of municipal records through:
  - Standards
  - Procedures



# RSA 33-A-1 Definition of Municipal Records

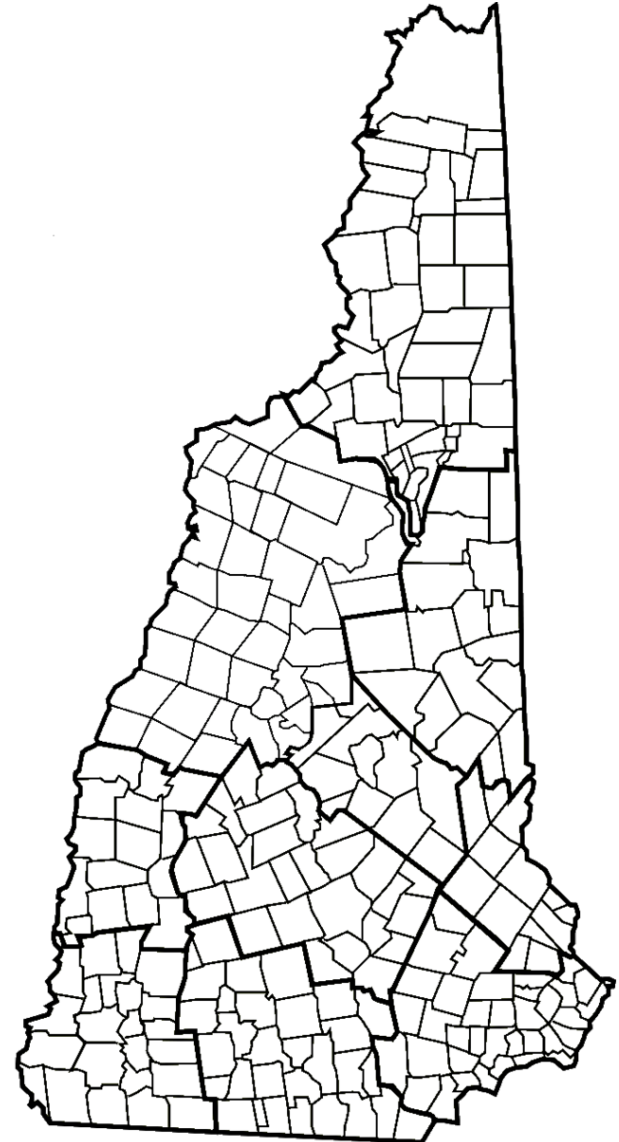
““Municipal Records” means all municipal records, reports, minutes, tax records, ledgers, journals, checks, bills, receipts, warrants, payrolls, deeds and any other written or computerized material that may be designated by the board.”



# RSA 33-A:3

## Municipal Committees

- Municipal Officers (or their designee)
  - Board of Selectmen
  - City Manager
  - Mayor
  - County Commissioners
  - Precinct Commissioners
- Clerk
- Treasurer
- Assessor
- Tax Collector





# Municipal Records Retention Committee Function

Establish a retention and destruction policy and procedures by:

- 1) Designating the office responsible for the retention of each type of record created
- 2) Identifying records within the organization and identifying retention requirements based on ordinance, state and federal laws
- 3) Make records accessible as needed
- 4) Eliminate unnecessary records (copies are not considered a record)
- 5) Create a uniform destruction process

# CHAPTER 33-A DISPOSITION OF MUNICIPAL RECORDS SECTION 33-A:3-a

## **33-A:3-a Disposition and Retention Schedule**

The municipal records identified below shall be retained, at a minimum, as follows:

- I. Abatements: 5 years.
- II. Accounts receivable: until audited plus one year.
- III. Aerial photographs: permanently.
- IV. Airport inspections-annual: 3 years.
- V. Airport inspections-daily, including fuel storage and vehicles: 6 months.
- VI. Annual audit report: 10 years.  
ETC.....



# RSA 33-A:3-a for Tax Collectors

<b>Non-Permanent Record</b>	<b>Retention Period</b>
XXVII. Correspondence by and to municipality – transient	As needed for reference
LIX. Invoices and bills	Audit plus 1 year
LXIV. Leger and journal entry records	Audit plus 1 year
X. Bank Deposit slips and statements	6 years
XIX. Cash Receipts and disbursement book	6 years
CXXXV. Tax receipts paid for all warrant types	6 years

# RSA 33-A:3- a for Tax Collectors

Permanent Record – Never Destroy	
XXIX	Current Use Release
XLII	Excavation Tax Warrant; book; list
LVIII	Invoice, assessors
LXXVI	Liens – tax sales and record of lien
LXXVII	Liens – tax sales/liens redeemed report
CXXXVI	Tax-deeded property file
CXLIII	Warrants – land use change and book or list
CXLIV	Warrants – property tax and list
CXLVIII	Warrants – utility and betterment tax
CXLIX	Warrants – yield tax and book or list



# Electronic Records



**RSA 33-A:5-a** (Aug 7, 2017)

- Paper municipal records listed in the disposition schedule may be transferred to **PDF/A format**.
- If listed on retention schedule to be retained for ***10 years or less***, records may be retained **solely electronically**, if so **approved** by the municipal committee.





# What are your tips for an organized office?

