

# **TOWN OF GOFFSTOWN, NEW HAMPSHIRE**

## **RECORDS RETENTION POLICY**

### **SECTION 1: PURPOSE:**

The purpose of this policy is to ensure compliance with all applicable local and state statutes and regulations pertaining to record retention including, but not limited to, those listed in RSA 33-A; while simultaneously recognizing the town's administrative need to manage its records and provide for their systematic destruction after said legal requirements have been met and the records no longer have value to the town or its citizens.

### **SECTION 2: AUTHORITY:**

This policy is adopted in accordance with the statutory authority contained in NH RSA 33-A.

### **SECTION 3: APPLICABILITY:**

This policy applies to all records generated in the course of the Town of Goffstown's municipal operations, including original, reproduced, and electronic documents.

### **SECTION 4: DEFINITIONS:**

"Record", as used in this policy, shall refer to all municipal documentary materials, whether in paper, electronic or any other form, prepared or received by the town in connection with the conduct of its official governmental business. "Record" is further defined by NH RSA 33-A:1, IV.

### **SECTION 5: MUNICIPAL RECORDS RETENTION COMMITTEE:**

A) In accordance with RSA 33-A:3, the Town of Goffstown shall establish and maintain a Records Retention Committee charged with overseeing the retention and disposition of municipal records. Said committee shall be comprised of the following members: Town Clerk, Tax Collector, Town Treasurer, Town Accountant, Tax Assessor, Assistant Town Administrator, and Town IT Director.

B) The town has adopted a Record Retention Schedule, detailed in NH RSA 33-A:3-a, describing the retention and disposal schedule for municipal records of the town. To ensure that this statutory schedule is followed, the committee shall:

1. Monitor local and state laws affecting record retention.
2. Modify the Record Retention Schedule (Appendix A) as necessary to ensure that it complies with local and state laws.

C) The committee shall ensure compliance with Section 6 of this policy, and if necessary, develop additional operational procedures to ensure that records are properly stored and accessible.

1. Any such additional procedures will be developed in a manner which takes into account the organization's operational capabilities. The committee may elect to use electronic methods of document storage, where appropriate, and any such electronic storage shall be conducted in a manner consistent with RSA 33-A:5-a.

2. Any such additional necessary procedures and storage processes will be incorporated as an appendix to this policy and be periodically reviewed by the committee in order to ensure their level of adequacy.

D) The committee shall monitor compliance with Section 6 of this policy and, if necessary, develop additional operational procedures to ensure that records are consistently disposed of in a proper manner.

1. Any such additional procedures shall adhere to any applicable statutory requirements, as well as the town's operational capabilities. In addition, any such additional procedures shall ensure that any records containing sensitive or confidential information are treated with particular care.

2. These destruction processes will be periodically reviewed in order to ensure their adequacy and level of efficiency.

E) The committee shall annually review this policy by October 15, and recommend amendments as needed to comply with statutory and regulatory requirements. Amendments to the policy adopted by the Board and/or required by legislative changes shall be provided to each Department to help facilitate the annual review provided for in Section 8 below.

**SECTION 6: STORAGE, RETENTION, AND DISPOSAL OF MUNICIPAL RECORDS:**

A) *Minimum Storage Procedures:* Each department shall store their archived records in a box or cabinet and provide the following information on the storage device: the department name, box number, retention period, scheduled disposal date, and a general description of the contents.

B) *Retention of Documents:* The statutory Records Retention Schedule details the retention period for specific types and categories of records in order to ensure legal compliance. In addition, this schedule is designed to accomplish other objectives such as the preservation of confidential and valuable administrative information, cost effectiveness, and space management. Scheduled records are those that, by state statute and administrative rules, need only be retained for a specified period.

The committee may determine that such records are to be maintained by the Town for a period longer than the minimum required period. If so, such determination shall be made a matter of record by incorporation into the Town-wide Records Retention Schedule.

C) *Destruction of Documents:*

1. Documents to be destroyed shall first be reviewed by the applicable Department head or their designee to determine if any portion(s) of those records should be retained due to their historical value. If no reason exists to maintain the record beyond the retention schedule then the documents shall be destroyed as follows:

a) Non-confidential documents shall be recycled if possible, or shredded.

b) Confidential documents shall be shredded with a cross-cut shredder.

c) Electronic files shall be deleted from the individual's computer as well as from any backup or permanent media storage. In accomplishing 'deletion' it should be understood that the use of file locations which are repositories for matters that are intended to be deleted at some future time does not satisfy the requirement for deletion.

Shredding shall be done by either authorized staff members or by a shredding service. If a shredding service is chosen, it shall provide the Town with a stamped receipt acknowledging that the identified documents were shredded and the date on which the shredding occurred.

2. Each department head is responsible for maintaining a Document Destruction Log which shall contain the following minimum information:

- a) Department performing the destroying.
- b) What was destroyed.
- c) The date it was destroyed.
- d) Who destroyed the record(s).
- e) Citation of NH RSA giving the right to destroy record(s).

D) *Unauthorized Activities*: All municipal records belong to the public in perpetuity and shall not be destroyed, maliciously damaged or retained by any person not entitled to do so by local or state statute or regulations.

**SECTION 7: SUSPENSION OF RECORD DISPOSAL:**

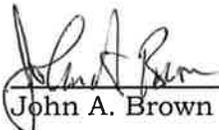
In the event any official or employee of the Town of Goffstown is served with any subpoena or Right-to-Know request; or becomes aware of an investigation or audit concerning the town or the commencement of any litigation against or concerning the town, such individual shall ensure that all records are preserved, regardless of the retention schedule, until the town's legal counsel determines that the records are no longer needed. (See Appendix B Litigation Hold Notice)

**SECTION 8: INITIAL TRAINING AND ANNUAL REVIEW**

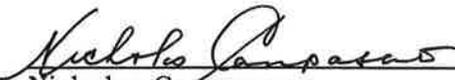
Each Department head or their designee is responsible for providing a copy of the records retention policy to newly hired employees and initial training on records retention specific to the department. Each Department head or designee shall also provide an annual review of the records retention policy in February or March annually. The annual review will serve as an opportunity to review any legislative changes or amendments to the records retention policy adopted by the Board of Selectmen.

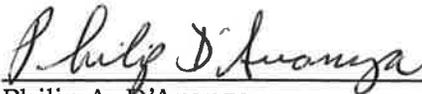
**SECTION 9: ADOPTION:** The Town of Goffstown has adopted this Record Retention Policy effective May 6, 2013.

  
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Collis G. Adams, Chairman  
Board of Selectmen

  
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John A. Brown

  
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Mark T. Lemay, Vice-Chairman

  
\_\_\_\_\_  
Nicholas Campasano

  
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Philip A. D'Avanza

**Records Retention**  
**RSA 33-A:3-a**  
**Revised per legislation effective May 31, 2012**

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<b>Records #</b>	<b>Department</b>	<b>Record Type</b>	<b>Audit</b>	<b>Minimum No of yrs</b>	<b>Other circumstance</b>	<b>Current Adopted Retainage Time</b>	<b>Where Kept</b>
I	Assessing, Tax, Finance	Abatements	y	5		5	
II	Finance, Sewer	Accounts Receivable	y	until audited + 1 yr		7	Vault, Sewer Office
III	IT	Aerial Photographs		perm		perm	TC Safe, Moser Safe
IV	----	Airport Inspections: annual		3		N/A	
V	----	Airport Inspections daily		6 MO		N/A	
VI	Admin, Finance, Sewer	Annual Audit Report		10	Included in Town Report	10	Vault, Finance Office, Sewer Dept
VII	Admin, Town Clerk, Tax	Annual Reports, Town Warrants, Meeting and Deliberative Session minutes in towns that have adopted official ballot voting		perm		perm	Town Clerk's Office, Vault, Tax
VIII	Admin, Town Clerk	Archives		perm		Perm	Vault
IX	Admin, Town Clerk, Sewer	Articles of agreement or incorporation		perm		perm	Town Clerk's Office
X	Finance, Sewer, Town Clerk	Bank Deposit Slips and Statements	y	Until audited (DMV) until audited + 1 yr		7	Vault, Sewer Office, Registrations Office
XI	Building, Fire	Blueprints-architectural		life of building		life of building	Land Use, Fire only maintains prints on major structures
XII	Planning, Sewer, DPW	Bonds and continuation certificates		expiration of bond + 2 yrs		expiration of bond + 2 yrs	Building Dept, DPW Offices
XIII	Finance	Budget Committee-drafts	n	until superseded		until superseded	Finance
XIV	Admin, Finance, Town Clerk	Budgets		perm		MS1, MS2, MS4, MS7, MS9, MS10, MS 11 also in Town Report	Admin Office, Assessing Office, Finance, Town Clerk Office
XV	Building, Assessing	Building Permits-Applications and approvals		perm		perm	Land Use
XVI	Building	Building permits-lapsed		perm		perm	Land Use
XVII	Building	Building permits-withdrawn or denied		1		1	Land Use
XVIII	Finance, Planning, Sewer, Fire	Capital Projects and fixed assets that require accountability after completion		life of project or purchase		life of project or purchase	Vault, Finance Office, Building Dept, Fire
XIX	Finance, DPW	Cash Receipt and disbursement book	y	6 yrs or until audited		7	Vault, DPW
XX	Finance, Sewer	Checks	y	6	photo image w/statement	7	Vault
XXI	Zoning, Fire	Code Enforcement Specifications		perm		perm	Planning, Fire
XXII	Admin, Zoning, Fire	Complaint Log(file)		expiration of appeal period		perm	Admin

**Records Retention**  
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Records #	Department	Record Type	Audit	Minimum No of yrs	Other circumstance	Current Adopted Retainage Time	Where Kept
XXIII	Admin, Finance, Sewer, Fire, DPW	Contracts-completed awards, including request for purchase, bids, and awards		life of project or purchase		life of project or purchase	Admin, Finance, Sewer Dept, DPW, Fire
XXIV	Admin, Sewer, Fire, DPW	Contracts-unsuccessful bids		completion of project + 1 yr		completion of project + 1 yr	in Depts.
XXV	Admin, Assessing, Fire, Tax	Correspondence by and to municipality-administrative records		1		fire keeps perm, Tax 4 yrs	in Depts.
XXVI	Admin, Planning, Fire	Correspondence by and to municipality-policy and program records		follow retention requirement for the record to which it refers		follow retention requirement for the record to which it refers	in Depts.
XXVII	All	Correspondence by and to municipality-transitory		retain as needed for reference, fire keeps perm		retain as needed for reference, fire keeps perm	in Depts.
XXVIII	Assessing	Current Use applications and maps		until removed from current use + 3 yrs		until removed from current use + 3 yrs	Land Use
XXIX	Assessing	Current Use release		perm		perm	Land Use
XXX	Assessing	Deed grantee/grantor listing from registry, or copies of deeds		discard after being updated and replaced with a new document		perm	Land Use
XXXI	Finance	Deferred Compensation Plans		7		7	Finance Office
XXXII	DPW, Sewer, P&R	Underground Facility Damage Prevention forms(DIG SAFE)		4		10	DPW
XXXIII	Admin, Planning, Town Clerk	Dredge and Fill Permits		4	Original w/Town Clerk	4	Town Clerk Office
XXXIV	Fire, DPW	Driveway Permits and Plans		perm		perm	DPW, Fire
XXXV	Admin, Planning, Sewer, DPW	Easements awarded to municipality		perm		perm	in Depts.
XXXVI	Town Clerk	Elections-Federal election ballots & absentee ballot applications, affidavit envelopes and lists		22 mos or until contest is settled, appeals have expired - whichever is longer		22 mos or until contest is settled, appeals have expired - whichever is longer	Vault
XXXVII	Town Clerk	Elections-Not Federal, ballots & absentee ballot applications, affidavit envelopes and lists		60 mos or until contest is settled and all appeals have expired - whichever is longer		60 mos or until contest is settled and all appeals have expired - whichever is longer	Vault
XXXVIII	Town Clerk	Elections-Challenge affidavits by Town Clerk:		Until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer		As Required	Town Clerk Office/Vault

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Records #	Department	Record Type	Audit	Minimum No of yrs	Other circumstance	Current Adopted Retainage Time	Where Kept
XXXIX	Town Clerk	Elections-Ward Maps		Until revised + 1 yr		Until revised + 1 yr	vault
XL	Fire	Emergency Medical Service Run Reports		10		perm	Fire
XLI	Fire, DPW	Equipment Maintenance		life of equipment		life of equipment	DPW Garage, Fire
XLII	Tax	Excavation Tax Warrant and book or list		perm		perm	Tax Office/Vault
XLIII	Finance	Federal Form 1099s and W-2s		7		7 (Current 3-Finance, Vault 4)	Finance, Vault
XLIV	Finance	Federal Form 941		7		8 (Current 3-Finance, Vault 4)	Finance, Vault
XLV	Does Not Exist	Federal Form W-1	????	4	NA	0	
XLVI	Fire	Fire Call/incident Reports		10		perm	Fire
XLVII	Admin, Finance, Planning, Sewer, Fire	Grants, supporting documentation		follow grantor's requirements, Fire keeps 5 yrs		follow grantor's requirements, Fire keeps 5 yrs	Vault, Finance Office, Fire, Sewer
XLVIII	Admin, Fire	Grievances		expiration of appeal period, Fire keeps perm		expiration of appeal period, Fire keeps perm	Admin, Fire
XLIX	Fire/Bldg-Health Dept	Health Complaints		expiration of appeal period		expiration of appeal period	Land Use
L	Fire/Bldg-Health Dept	Health Inspections		3		As Required	Land Use
LI	Fire/Bldg-Health Dept	Health Service agreements with state agencies		term + 7 yrs		term + 7 yrs	land Use
LII	Welfare	Health and Human Services case records, Including Welfare Applications		Active + 7 yrs		Active + 7 yrs	Welfare Office Files
LIII	DPW	Inspections-bridges and dams		perm		perm	DPW
LIV	Finance, Sewer	Insurance Policies		perm	?? Why So Long????	perm	Finance, Sewer
LV	Assessing	Intent to cut trees or bushes		3		3 yrs	Land Use
LVI	Finance, Fire, DPW	Intergovernmental agreements		end of agreement + 3 yrs (Mutual aid)		7	Finance Office, Fire, DPW
LVII	FD, PD	Investigations-Fire		perm		perm	FIRE
LVIII	Assessing	Invoice, Assessors		perm		perm	Land Use
LIX	Finance, Sewer, Fire, DPW	Invoices and bills	y	until audited + 1 yr		7	Vault, Sewer Dept, DPW, Fire
LX	ALL	Job applications-successful		retirement or termination + 50 yrs		retirement or termination + 50 yrs	Finance Office, DPW, PD, Fire
LXI	ALL	Job applications-unsuccessful		current + 3 yrs		current + 3 yrs	DPW Garage, PD, Fire
LXII	Admin, Finance, DPW	Labor-public employees labor relations board actions and decisions		perm		perm	Admin Office, DPW

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LXIII	Admin, DPW	Labor union negotiations		perm or until replaced with new contract		perm	Admin Office, DPW
LXIV	Finance, Assessing	Ledger and journal entry records	y	until audited + 1 yr		7	Vault
LXV	Admin, Town Clerk	Legal Actions against the municipality		perm		perm	Town Clerk Office
LXVI	Library	a) Registration cards		current + 1 yr		current + 1 yr	Library
	Library	b) User records		confidential pursuant to RSA 201-D:11		not kept	
LXVII	Town Clerk	Licenses-all other except dog, marriage, health and vital records		duration + 1 yr		duration + 1 yr	Town Clerk, Vault
LXVIII	Town Clerk, PD keeps copy	Licenses - dog		current year + 1 yr		current year(TC) + 1 yr (Vault)	Reg Office, Vault, PD
LXIX	Town Clerk	Licenses-dog, rabies certificates		disposal once recorded		disposal once recorded	Reg Office
LXX		Licenses- health		current + 6 yrs		do not issue-not kept	
LXXI	Town Clerk	Liens-federal liens upon personal property, other than IRS liens		perm		perm	Town Clerk Office
LXXII	Town Clerk	Liens- Hospital liens		6		6	
LXXIII	Town Clerk	Liens-IRS liens		1 year after discharge		1 year after discharge	Town Clerk Office
LXXIV	Tax	Liens-tax liens, state liens for support of children		until court order is lifted + 1 yr		until court order is lifted + 1 yr	Tax
LXXV	Town Clerk	Liens- tax liens, state meals and rooms tax		until release + 1 yr		until release + 1 yr	Town Clerk Office
LXXVI		Liens-tax sale and record of lien		perm		perm	Admin
LXXVII	Sewer, Tax	Liens-tax sales/liens redeemed report		perm		perm	Tax Office
LXXVIII	Town Clerk	Liens-Uniform Commercial Code Leases		Lease term + 4 yrs: purge all July 1, 2007		Lease term + 4 yrs: purge all July 1, 2007	Town Clerk Office
LXXIX	Town Clerk	Liens-Uniform Commercial Code security agreements		6	purge all July 1, 2007		Town Clerk Office
LXXX	Planning, Town Clerk, Library	Meeting minutes, tape recordings, Meeting DVDs, Library trustees minutes		keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.		DVDs, 30 days	Town Clerk Office
LXXXI	Sewer, Town Clerk	Minutes of Boards and Committees		perm		Perm	Sewer Dept, Town Clerk
LXXXII	Town Clerk	Minutes of town meeting/council		perm		Perm	Town Clerk Office, vault
LXXXIII	Admin, Town Clerk	Minutes, selectmen's		perm		Perm	Town Clerk Office, vault
LXXXIV	Town Clerk, DPW	Motor Vehicle-application for title	y	until audited + 1 yr		until audited + 1 yr	Reg Office, Vault, DPW Garage

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Records #	Department	Record Type	Audit	Minimum No of yrs	Other circumstance	Current Adopted Retainage Time	Where Kept
LXXXV	Town Clerk	Motor Vehicle-Titles and voided Titles		send to state Division of motor vehicles		send to state Division of motor vehicles	
LXXXVI	Town Clerk	Motor Vehicle permits-void and unused	y	until audited + 1 yr		until audited + 1 yr	Reg Office, Vault
LXXXVII	Town Clerk, DPW	Motor Vehicle permits and registrations-used	y	current year + 4 yrs		until audited + 2 yrs	Reg Office, Vault, DPW Garage
LXXXVIII	Town Clerk	Municipal agent daily log	y	until audited + 1 yr		until audited + 1 yr	Town Clerk
LXXXIX	Finance, Planning	Notes, bonds and municipal bond coupons-cancelled	y	until paid and audited + 1 yr		until paid and audited + 1 yr	Finance Office
XC	Finance, Planning	Notes, bonds and municipal bond coupon register		perm		perm	Finance Office
XCI	Town Clerk	Oaths of Office		term of office + 7 yrs		term of office + 7 yrs	Town Clerk Office, Vault
XCII	Admin, Planning, Sewer	Ordinances		perm		perm	Admin, Planning, Sewer Dept
XCIII	Finance, Fire, PD	Payrolls	y	until audited + 1 yr		7	Fire, Vault, PD
XCIV	Admin	Perambulations of town lines-copy kept by town and copy sent to Secretary of State		perm		perm	Admin, vault
XCV	Town Clerk	Permits or licenses, pole		perm		perm	Town Clerk Office, Vault,
XCVI	Finance, Fire, DPW, Library, PD	Personnel files		retirement or termination + 50 yrs		retirement or termination + 50 yrs	Finance Office, DPW, PD, Fire
XCVII	Fire, PD	Police, accident files-fatalities		10		perm	Fire, PD
XCVIII	Fire, PD	Police, accident files-hit and run		statute of limitations + 5 yrs		perm	Fire, PD
XCIX	Fire, PD	Police accident files- injury		6		perm	Fire, PD
C	Fire, PD	Police, accident files-involving arrests		6		perm	Fire, PD
CI	Fire, PD	Police accident files- involving municipality		6		perm	Fire, PD
CII	Fire, PD	Police, accident files-property damage		6		perm	Fire, PD
CIII	Fire, PD	Police, arrest reports		perm		perm	Fire, PD
CIV	Fire, PD	Police, calls for service/general service reports		5		perm	Fire, PD
CV	Fire, PD	Police, criminal-closed cases		statute of limitations + 5 yrs		perm	Fire, PD
CVI	Fire, PD	Police, criminal-open cases		statute of limitations + 5 yrs		perm	Fire, PD
CVII	Fire, PD	Police, motor vehicle violations paperwork		3		perm	Fire, PD
CVIII	Fire, PD	Police, non-criminal-internal affairs investigations		as required by Attorney General and Union Contract and town personnel rules		perm	Fire, PD
CVIX	Fire, PD	Police, non-criminal-all other files		closure + 3 yrs		perm	Fire, PD
CX	Fire, PD	Police, pistol permit applications		expiration of permit + 1 yr		perm	Fire, PD
CXI	PD	Property inventory		5		perm	PD

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**Revised per legislation effective May 31, 2012**

Records #	Department	Record Type	Audit	Minimum No of yrs	Other circumstance	Current Adopted Retainage Time	Where Kept
CXII	Assessing	Property record card		current & last prior reassessing cycle		perm	
CXIII	Assessing	Property record map, assessors		until superseded		perm	
CXIV	Assessing	Property tax exemption applications		transfer of property + 1 yr		transfer of property + 1 yr	Assessing
CXV	Finance, Town Clerk	Records management forms for transfer of records to storage		perm		No off site record storage	on site /no transport
CXVI	DPW	Road and bridge construction and reconstruction, including highway complaint slips		6		perm	DPW
CXVII		Road layouts and discontinuances		perm		perm	
CXVIII	DPW	Scenic roads		perm		perm	DPW
CXIX	School District	School records		retained as provided under RSA 189:29-a		N/A	
CXX	Bldg, Fire, DPW	Septic plan approvals and plans		until replaced or removed	Fire keeps perm	perm	Building Dept, DPW, Fire
CXXI	Sewer	Sewer system filtration study		perm		?	
CXXII	DPW	Sign inventory		7	NONE(DPW)		
CXXIII	Planning, Assessing, Fire	Site plan review		life of improvement + 3 yrs		perm	Planning, Fire
CXXIV	Planning, Fire	Site Plan review-lapsed		until notified that planning board action and appeal time has expired + 1 yr		perm	Planning, Vault
CXXV	Planning, Fire	Site plan review-withdrawn or not approved		appeal period + 1 yr		perm	
CXXVI	Tax	Special assessment(betterment of property)		20		As Required	Tax, Vault
CXXVII	Admin, Planning, DPW	Street acceptances		perm		perm	DPW, Admin
CXXVIII	DPW	Street signs, street lights and traffic lights-maintenance records		10		perm	DPW
CXXIX	Planning	Subdivision applications-lapsed		until notified that planning board action and appeal period has expired + 1 yr		perm	Planning, Vault
CXXX	Planning, Assessing, Fire	Subdivision applications-successful and final plan		perm		perm	Planning, Vault
CXXXI	Planning	Subdivision applications-withdrawn, or not approved		expiration of appeal period + 1 yr		perm	Planning, Vault
CXXXII	Planning	Subdivision applications-working drafts prior to approval		expiration of appeal period		perm	Planning
CXXXIII	Assessing	Summary inventory of valuation of property		1		perm	Assessing
CXXXIV	Assessing	Tax maps		perm		perm	Assessing

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CXXXV	Sewer, Tax	Tax receipts paid, including taxes on land use change, property, resident, sewer, special assessment, and yield tax on timber		6		6	Vault
CXXXVI	Admin, Tax	Tax deeded property file( including registered or certified receipts for notifying owners and mortgagees of intent to deed property)		perm		perm	Tax, Vault, Admin
CXXXVII	Finance, Fire, DPW, PD	Time Cards	y	4		7	Current Yr, Finance office, Balance Vault, DPW, Fire, PD
CXXXVIII	TTF	Trust Fund minutes, quarterly reports and bank statements		perm		As Required	With Trustees
		(a) Minutes and quarterly reports, in paper or electronic format: permanently		Perm		As Required	Finance Office/Vault
		(b) Bank statements, in paper or electronic format:	y	6 yrs after audit		As Required	Finance Office/Vault
CXXXIX	DPW, Fire, PD, PR, Bldg	Vehicle maintenance records		life of vehicle + 2 yrs		Perm	DPW Garage
CXL	Town Clerk	Voter checklist-marked copy kept by town pursuant to RSA 659:102		7		7	Vault
CXLI	Supervisor of Checklist	Voter registration:					
	Supervisor of Checklist	a) Forms, including absentee voter registration forms		until voter is removed from checklist + 7 yrs		As Required	Admin Office
	Supervisor of Checklist	b) Same day, returned to undeclared status, form & report from statewide centralized voter registration database		7		As Required	Admin Office
	Supervisor of Checklist	c)(1) Party change form		Until voter is removed from checklist + 7 yrs		As Required	Admin Office
	Supervisor of Checklist	c)(2) List of undeclared voters from the statewide centralized voter registration database		7		As Required	
	Supervisor of Checklist	d) Forms, rejected, including absentee voter registration forms, and denial notifications		7		As Required	Admin Office
	Supervisor of Checklist	e) Qualified voter affidavit		Until voter is removed from checklist + 7 yrs		As Required	Admin Office
	Supervisor of Checklist	f) Domicile affidavit		Until voter is removed from checklist + 7 yrs		As Required	Admin Office
	Supervisor of Checklist	g) Overseas absentee registration affidavit		Until voter is removed from checklist + 7 yrs		As Required	Admin Office

