

Town of Groton Record Retention Policy

SECTION 1- PURPOSE

The purpose of the record retention policy is to ensure that all departments within the Town of Groton are consistent and compliant with all applicable local, state and federal laws regarding record disposition and retention. The Town of Groton will manage its records by retaining them for the required amount of time and then disposing of the records legally as required by law.

SECTION 2- DEFINITIONS

- 1) **RECORD:** A thing constituting a piece of evidence about the past, especially an account of an act or occurrence kept in writing or some other permanent form: as referred to in this policy, it is referring to a municipal document (paper form, electronic form or any other form) which has been prepared by the Town of Groton or received by the Town of Groton used for municipal or governmental purposes.
- 2) **RETENTION:** The continued possession, use, or control of something.
- 3) **DISPOSITION:** Act of disposing; transferring to the care or possession of another. The parting with, alienation of, or giving up of property.

SECTION 3- AUTHORITY

The Town of Groton's record retention policy follows the State of New Hampshire RSA 33-A. This is outlined in Appendix A.

SECTION 4- APPLICABILITY

The Town of Groton's record retention policy is applicable to all departments within the Town of Groton. This applies to all records the Town has prepared or received and includes paper forms, electronic forms, originals, copies, etc.

SECTION 5- EXCEPTIONS

If at any time any department member is legally required to be involved in an investigation (subpoena, court-ordered, etc) or becomes aware of an investigation, this member is required to make sure all records needed for the investigation are retained for as long as the investigation proceeds or until the Town's legal counsel informs them the records are no longer needed, even if it goes beyond the time frame listed in the records retention policy.

SECTION 6- RECORD RETENTION COMMITTEE

- 1) As outlined in RSA 33-A:3 **Municipal Committees.** – The Town of Groton has appointed the Town Clerk, Treasurer, Assessor, Tax Collector, Police Chief and Select Board Liaison to serve on a committee to govern the disposition of municipal records pursuant to this chapter. The committee shall designate the office responsible for the retention of each type of record created for the municipality.

- 2) The Committee will make sure all record retention and disposition follows RSA 33-A:3-s the Disposition and Retention schedule as outline in this RSA shown in Appendix A of this policy.
- 3) The Committee will modify this policy based on any changes to local, state and federal laws affecting record retention to ensure that it is compliant
- 4) The committee will develop additional procedures when necessary to ensure the Town of Groton is retaining the records and then disposing of such records when required to do so and in a proper manner.
- 5) The Committee shall meet annually to make sure this policy is still up to date and make recommendations for modifications if needed.

SECTION 7- STORAGE, RETENTION, AND DISPOSAL OF MUNICIPAL RECORDS

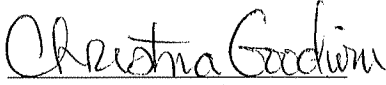
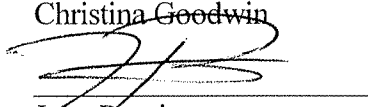
- 1) Minimum Storage Procedures: Each department shall store their archived records in a box or cabinet and provide the following information on the storage device: the department name, box number (if applicable), retention period, scheduled disposition date, authority granting or allowing the disposition, and a general description of the contents.
- 2) Retention of Documents: The Records Retention Schedule (Appendix A) 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 or the Code of Federal Regulations, need only be retained for a stated period. The Records Retention 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.
- 3) Format of Documents:
 - a. Electronic Records may be maintained if they exist in a format that is indexed or reasonably searchable in a manner that is equivalent in time or less for searching the same record stored in a paper form.
 - b. All electronic records will be backed up in at least one off-site location daily.
 - c. Records with a designated retention of more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by the record committee of the municipality responsible for the records. The municipality is responsible for assuring the accessibility of the records for the mandated period. Per the requirements of RSA 33-A:5-a.
- 4) Destruction of Documents:
 - a. Documents to be destroyed shall first be reviewed by the applicable Department Head 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:
 - i. All non-public and confidential material will be shredded.
 - ii. All material that is not confidential will be recycled with other paper recycled products or can be shredded
 - iii. All electronic files should be deleted from the computer and any other places it may be stored (back up or permanent media storage)

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- 5) 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, state, and/or federal regulations.

SECTION 8- ADOPTION

This Town of Groton Records Retention Policy has been adopted by the Groton Select Board with an effective date of , 2017,


Christina Goodwin

John Rescigno

Kyle Andrews

10/20/17
Date

APPENDIX A

Standards established in RSA 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.
- VII. Annual reports, town warrants, meeting and deliberative session minutes in towns that have adopted official ballot voting: permanently.
- VIII. Archives: permanently.
- IX. Articles of agreement or incorporation: permanently.
- X. Bank deposit slips and statements: 6 years.
- XI. Blueprints-architectural: life of building.
- XII. Bonds and continuation certificates: expiration of bond plus 2 years.
- XIII. Budget committee-drafts: until superseded.
- XIV. Budgets: permanently.
- XV. Building permits-applications and approvals: permanently.
- XVI. Building permits-lapsed: permanently.
- XVII. Building permits-withdrawn, or denied: one year.
- XVIII. Capital projects and fixed assets that require accountability after completion: life of project or purchase.
- XIX. Cash receipt and disbursement book: 6 years after last entry, or until audited.
- XX. Checks: 6 years.
- XXI. Code enforcement specifications: permanently.
- XXII. Complaint log: expiration of appeal period.
- XXIII. Contracts-completed awards, including request for purchase, bids, and awards: life of project or purchase.
- XXIV. Contracts-unsuccessful bids: completion of project plus one year.
- XXV. Correspondence by and to municipality-administrative records: minimum of one year.
- XXVI. Correspondence by and to municipality-policy and program records: follow retention requirement for the record to which it refers.
- XXVII. Correspondence by and to municipality-transitory: retain as needed for reference.
- XXVIII. Current use applications and maps: until removed from current use plus 3 years.
- XXIX. Current use release: permanently.
- XXX. Deed grantee/grantor listing from registry, or copies of deeds: discard after being updated and replaced with a new document.
- XXXI. Deferred compensation plans: 7 years.
- XXXII. Underground facility damage prevention forms: 4 years.
- XXXIII. Dredge and fill permits: 4 years.
- XXXIV. Driveway permits and plans: permanently.
- XXXV. Easements awarded to municipality: permanently.
- XXXVI. Elections-federal elections: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 22 months

after the election, whichever is longer.

XXXVII. Elections-not federal: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer.

XXXVIII. Elections-challenge affidavits by the town clerk: until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer.

XXXIX. Elections-ward maps: until revised plus 1 year.

XL. Emergency medical services run reports: 10 years.

XLI. Equipment maintenance: life of equipment.

XLII. Excavation tax warrant and book or list: permanently.

XLIII. Federal form 1099s and W-2s: 7 years.

XLIV. Federal form 941: 7 years.

XLV. Federal form W-1: 4 years.

XLVI. Fire calls/incident reports: 10 years.

XLVII. Grants, supporting documentation: follow grantor's requirements.

XLVIII. Grievances: expiration of appeal period.

XLIX. Health-complaints: expiration of appeal period.

L. Health-inspections: 3 years.

LI. Health-service agreements with state agencies: term plus 7 years.

LII. Health and human services case records including welfare applications: active plus 7 years.

LIII. Inspections-bridges and dams: permanently.

LIV. Insurance policies: permanently.

LV. Intent to cut trees or bushes: 3 years.

LVI. Intergovernmental agreements: end of agreement plus 3 years.

LVII. Investigations-fire: permanently.

LVIII. Invoice, assessors: permanently.

LIX. Invoices and bills: until audited plus one year.

LX. Job applications-successful: retirement or termination plus 50 years.

LXI. Job applications-unsuccessful: current year plus 3 years.

LXII. Labor-public employees labor relations board actions and decisions: permanently.

LXIII. Labor union negotiations: permanently or until contract is replaced with a new contract.

LXIV. Ledger and journal entry records: until audited plus one year.

LXV. Legal actions against the municipality: permanently.

LXVI. Library:

(a) Registration cards: current year plus one year.

(b) User records: not retained; confidential pursuant to RSA 201-D:11.

LXVII. Licenses-all other except dog, marriage, health, and vital records: duration plus 1 year.

LXVIII. Licenses-dog: current year plus one year.

LXIX. Licenses-dog, rabies certificates: disposal once recorded.

LXX. Licenses-health: current year plus 6 years.

LXXI. Liens-federal liens upon personal property, other than IRS liens: permanently.

LXXII. Liens-hospital liens: 6 years.

LXXIII. Liens-IRS liens: one year after discharge.

LXXIV. Liens-tax liens, state liens for support of children: until court order is lifted plus one year.

LXXV. Liens-tax liens, state meals and rooms tax: until release plus one year.

LXXVI. Liens-tax sale and record of lien: permanently.

LXXVII. Liens-tax sales/liens redeemed report: permanently.

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- LXXVIII. Liens-Uniform Commercial Code leases: lease term plus 4 years; purge all July 1, 2007.
- LXXIX. Liens-Uniform Commercial Code security agreements: 6 years; purge all July 1, 2007.
- LXXX. 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. Minutes of boards and committees: permanently.
- LXXXII. Minutes of town meeting/council: permanently.
- LXXXIII. Minutes, selectmen's: permanently.
- LXXXIV. Motor vehicle-application for title: until audited plus one year.
- LXXXV. Motor vehicle-titles and voided titles: sent to state division of motor vehicles.
- LXXXVI. Motor vehicle permits-void and unused: until audited plus one year.
- LXXXVII. Motor vehicle permits and registrations-used: current year plus 3 years.
- LXXXVIII. Municipal agent daily log: until audited plus one year.
- LXXXIX. Notes, bonds, and municipal bond coupons-cancelled: until paid and audited plus one year.
- XC. Notes, bonds, and municipal bond coupon register: permanently.
- XCI. Oaths of office: term of office plus 3 years.
- XCII. Ordinances: permanently.
- XCIII. Payrolls: until audited plus one year.
- XCIV. Perambulations of town lines-copy kept by town and copy sent to secretary of state: permanently.
- XCV. Permits or licenses, pole: permanently.
- XCVI. Personnel files: retirement or termination plus 50 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-injury: 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: as required by attorney general and union contract and town personnel rules.
- CIX. Police, non-criminal-all other files: closure plus 3 years.
- CX. Police, pistol permit applications: expiration of permit plus one year.
- CXI. Property inventory: 5 years.
- CXII. Property record card: current and last prior reassessing cycle.
- CXIII. Property record map, assessors: until superceded.
- CXIV. Property tax exemption applications: transfer of property plus one year.
- CXV. Records management forms for transfer of records to storage: permanently.
- CXVI. Road and bridge construction and reconstruction, including highway complaint slips: 6 years.
- CXVII. Road layouts and discontinuances: permanently.
- CXVIII. Scenic roads: permanently.
- CXIX. School records: retained as provided under RSA 189:29-a.
- CXX. Septic plan approvals and plans: until replaced or removed.
- CXXI. Sewer system filtration study: permanently.

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- CXXII. Sign inventory: 7 years.
- CXXIII. Site plan review: life of improvement plus 3 years.
- CXXIV. Site plan review-lapsed: until notified that planning board action and appeal time has expired plus one year.
- CXXV. Site plan review-withdrawn or not approved: appeal period plus one year.
- CXXVI. Special assessment (betterment of property): 20 years.
- CXXVII. Street acceptances: permanently.
- CXXVIII. Street signs, street lights and traffic lights-maintenance records: 10 years.
- CXXIX. Subdivision applications-lapsed: until notified that planning board action and appeal period has expired plus one year.
- CXXX. Subdivision applications-successful and final plan: permanently.
- CXXXI. Subdivision applications-withdrawn, or not approved: expiration of appeal period plus one year.
- CXXXII. Subdivision applications-working drafts prior to approval: expiration of appeal period.
- CXXXIII. Summary inventory of valuation of property: one year.
- CXXXIV. Tax maps: permanently.
- CXXXV. Tax receipts paid, including taxes on land use change, property, resident, sewer, special assessment, and yield tax on timber: 6 years.
- CXXXVI. Tax-deeded property file (including registered or certified receipts for notifying owners and mortgagees of intent to deed property): permanently.
- CXXXVII. Time cards: 4 years.
- CXXXVIII. Trust fund:
 - (a) Minutes and quarterly reports, in paper or electronic format: permanently.
 - (b) Bank statements, in paper or electronic format: 6 years after audit.
- CXXXIX. Vehicle maintenance records: life of vehicle plus 2 years.
- CXL. Voter checklist-marked copy kept by town pursuant to RSA 659:102: 7 years.
- CXLI. Voter registration:
 - (a) Forms, including absentee voter registration forms: until voter is removed from checklist plus 7 years.
 - (b) Same day, returned to undeclared status, form and report from statewide centralized voter registration database: 7 years.
 - (c)(1) Party change form: until voter is removed from checklist plus 7 years.
 - (2) List of undeclared voters from the statewide centralized voter registration database: 7 years.
 - (d) Forms, rejected, including absentee voter registration forms, and denial notifications: 7 years.
 - (e) Qualified voter affidavit: until voter is removed from checklist plus 7 years.
 - (f) Domicile affidavit: until voter is removed from checklist plus 7 years.
 - (g) Overseas absentee registration affidavit: until voter is removed from checklist plus 7 years.
 - (h) Absentee ballot voter application form in the federal post card application format, for voters not previously on the checklist: until voter is removed from checklist plus 7 years.
 - (i) Absentee ballot affidavit envelope for federal post card applicants not previously on the checklist: until voter is removed from checklist plus 7 years.
 - (j) Notice of removal, 30-day notice: until voter is removed from checklist plus 7 years.
 - (k) Report of death: until voter is removed from checklist plus 7 years.
 - (l) Report of transfer: until voter is removed from checklist plus 7 years.
 - (m) Undeliverable mail or change of address notice from the United States Postal Service: until voter is removed from checklist plus 7 years.
- CXLII. Vouchers and treasurers receipts: until audited plus one year.

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- CXLIII. Warrants-land use change, and book or list: permanently.
 - CXLIV. Warrants-property tax, and lists: permanently.
 - CXLV. Warrants-resident tax, and book or list: permanently.
 - CXLVI. Warrants-town meeting: permanently.
 - CXLVII. Warrants-treasurer: until audited plus one year.
 - CXLVIII. Warrants-utility and betterment tax: permanently.
 - CXLIX. Warrants-yield tax, and book or list: permanently.
 - CL. Welfare department vouchers: 4 years.
 - CLI. Work program files: current year plus 6 years.
 - CLII. Writs: expiration of appeal period plus one year.
 - CLIII. Zoning board of adjustment applications, decisions, and permits-unsuccessful: expiration of appeal period.
 - CLIV. Intent to excavate: completion of reclamation plus 3 years.
 - CLV. Election return forms, all elections: permanently.
 - CLVI. Affidavits of religious exemption: until voter is removed from checklist plus 7 years.
- Source:** Last effective date: July 4, 2015

APPENDIX B

WHO KEEPS RECORD	TYPE OF RECORD	RETAINED?	RSA/TOWN	TIME PERIOD OF RETENTION	WHERE RETAINED
All departments	Correspondence by and to municipality/administrative record	Y	33-A:3-a:XXV	Minimum of 1 year depending on department	All our correspondence with TC or SB has been to our personal computers. Any record of this correspondence sent by the above departments is stored on their computers. We do not keep this on our personal computers. PD- File Cabinet
All departments	Correspondence by and to municipality/policy and program records	Y	33-A:3-a:XXVI	Follow retention requirements for the record to which it refers	See above
All departments	Correspondence by and to municipality/transitory	Y	33-A:3a:XXVII	Retain as needed for reference	See above
All departments	Equipment maintenance/instructions and manuals	Y	33-A:3-a:XLI	For the life of the equipment	Only equipment is the laptop. Any servicing records are on the invoice keep in the SB office. No manual. PD- File Cabinet
All departments	Grants and supporting documentation	Y	33-A:3a:XLVII	Follow grantor's requirements	PD- File Cabinet
All departments	Vehicle maintenance records	Y	33-A:3-a:CXXXIX	Life of vehicle + 2 years	PD- Crimestar; Town vehicles in the fireproof cabinet in the SB office
Conservation Commission	Meeting Minutes	Y		Permanently	Cabinet- upstairs at the Town House
Conservation Commission	Letters from State	Y		Permanently	Cabinet- upstairs at the Town House
Highway Department	Sign inventory	Y	33-A:3-a:CXXII	7 years	Fireproof Cabinet in SB office
Highway department	Street signs/street lights/and traffic light maintenance records	Y	33-A:3-a:CXXVIII	10 years	Fireproof Cabinet in SB office

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Library	Registration Cards	Y	33-A:3-a:LXVI (a)	Current year + 1 year	n/a- no library anymore
Library	User records	N	33-A:3-a:LXVI (b)	Not retained/ confidential	n/a
Police	Accident files/fatalities	Y	33-A:3-a:XCVII	10 years	Crimestar & File Cabinet
Police	Accident files/hit and run	Y	33-A:3-a:XCVIII	Statute of limitation + 5 years	Crimestar & File Cabinet
Police	Accident files/injury	Y	33-A:3-a:XCIX	6 years	Crimestar & File Cabinet
Police	Accident files involving arrests	Y	33-A:3-a:C	6 years	Crimestar & File Cabinet
Police	Accident files involving municipality	Y	33-A:3-a:CI	6 years	Crimestar & File Cabinet
Police	Accident files/property damage	Y	33-A:3-a:CII	6 years	Crimestar & File Cabinet
Police	Arrest reports	Y	33-A:3-a:CIII	Permanently	Crimestar & File Cabinet
Police	Calls for service/general service reports	Y	33-A:3-a:CIV	5 years	Crimestar & File Cabinet
Police	Criminal/closed cases	Y	33-A:3-a:CV	Statute of limitation +5 years	Crimestar & File Cabinet
Police	Criminal/open cases	Y	33-A:3-a:CVI	Statute of limitation + 5 years	Crimestar & File Cabinet
Police	Motor vehicle violation paperwork	Y	33-A:3-a:CVII	3 years	Crimestar & File Cabinet
Police	Non-criminal internal affairs investigations	Y	33-A:3-a:CVIII	As required by attorney general and union contract and town personnel rules	Crimestar & Secured File Cabinet
Police	Non-criminal all other files	Y	33-A:3-a:CIX	Closure +3 years	Crimestar & File Cabinet
Police	Pistol permit applications	Y	33-A:3-a:CX	Expiration of permit + 1 year	Crimestar & File Cabinet
Police	Investigations/fire	Y	33-A:3-a:LVII	Permanently	Crimestar & File Cabinet
Police	Emergency medical services run report	Y	33-A:3-a:XL	10 years	Hebron or Rumney Fire Department
Police	Fire calls and incident reports	Y	33-A:3-a:XLVI	10 years	Hebron or Rumney Fire Department

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School	School records	Y	33-A:3-a:CXVIII&RSA 189 : 29-a	See RSA 189:29-a	SB Fireproof filing cabinet
Select board/assessing	Aerial Photography	Y	33-A:3-a:III	Permanently	SB Storage Area
Select board/assessing	Blueprints/Architectural	Y	33-A:3-a:XI	Life of the building	SB Storage Area
Select board/assessing	Building permits/applications and approvals	Y	33-A:3-a:XV		Overhead cabinet for current year; Storage Area in SB office for previous years
Select board/assessing	Building permits lapsed	Y	33-A:3-a:XVI	Permanently	SB Storage Area
Select board/assessing	Building permits withdrawn or denied	Y	33-A:3-a:XVII	One year	SB Storage Area
Select board/assessing	Code enforcement spec	Y	33-A:3-a:XXI	Permanently	Fireproof filing cabinet
Select board/assessing	Capital projects and fixed assets that require accountability after completion	Y	33-A:3-a:XVIII	Life of project or purchase	Fireproof filing cabinet
Select board/assessing	Complaint log	Y	33-A:3-a:XXII	Till expiration of appeal	Fireproof filing cabinet
Select board/assessing	Contracts/completed awards, including request for purchase, bids, and awards	Y	33-A:3-a:XXXIII	Life of project or purchase	Fireproof filing cabinet
Select board/assessing	Contracts/successful bids	Y	33-A:3-a:XXIV	Completion of project + 1 year	Fireproof filing cabinet
Select board/assessing	Current use applications and maps	Y	33-A:3-a:XXVIII	Until removed from current use +3 years	Property file in fireproof filing cabinet
Select board/assessing	Deed grantee/grantor listing from registry, or copies of deeds	Y	33-A:3-a:XXX	Discard after being updated and replaced with new document	Property file in fireproof filing cabinet
Select board/assessing	Deferred compensation plans	Y	33-A:3-a:XXXI	7 years	Fireproof filing cabinet
Select board/assessing	Underground facility damage prevention forms	Y	33-A:3-a:XXXII	4 years	Fireproof filing cabinet
Select board/assessing	Driveway permits and plans	Y	33-A:3-a:XXXIV	Permanently	Overhead cabinet for current year and SB Storage Area in SB office for previous years

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Select board/assessing	Easements awarded to municipality	Y	33-A:3-a:XXXV	Permanently	Fireproof filing cabinet
Select board/assessing	Federal form 1099s and W-2s	Y	33-A:3-a:XLIII	7 years	Fireproof filing cabinet
Select board/assessing	Federal form 941	Y	33-A:3-a:XLIV	7 years	Fireproof filing cabinet
Select board/assessing	Federal form W-1	Y	33-A:3-a:XLV	4 years	Fireproof filing cabinet
Select board/assessing	Grievances	Y	33-A:3-a:XLVIII	Until expiration of appeal	Fireproof filing cabinet
Select board/assessing	Health-complaints	Y	33-A:3-a:XLIX	Until expiration of appeal	Fireproof filing cabinet
Select board/assessing	Health inspection	Y	33-A:3-a:L	3 years	Fireproof filing cabinet
Select board/assessing	Health service agreements with state agencies	Y	33-A:3-a:LI	Term plus 7 years	Fireproof filing cabinet
Select board/assessing	Health and human services case records including welfare applications	Y	33-A:3-a:LII	Active + 7 years	Fireproof filing cabinet
Select board/assessing	Inspections/bridges and dams	Y	33-A:3-a:LIII	Permanently	Fireproof filing cabinet
Select board/assessing	Insurance policies	Y	33-A:3-a:LIV	Permanently	Fireproof filing cabinet
Select board/assessing	Intent to cut trees or bushes	Y	33-A:3-a:LV	3 years	Overhead cabinet for current year and SB Storage Area in SB office for previous years
Select board/assessing	Intergovernmental agreements	Y	33-A:3-a:LVI	End of agreement + 3 years	Fireproof filing cabinet
Select board/assessing	Invoice from assessors	Y	33-A:3-a:LVIII	Permanently	Fireproof filing cabinet for current year and SB storage area for past years
Select board/assessing	Invoices and bills	Y	33-A:3-a:LXI	Until audit + 1 year	Fireproof filing cabinet for current year and SB storage area for past years
Select board/assessing	Job applications/successful	Y	33-A:3-a:LX	Retirement or termination + 50 years	Fireproof filing cabinet

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Select board/assessing	Job application/unsuccessful	Y	33-A:3-a:LXI	Current year + 3 years	Fireproof filing cabinet
Select board/assessing	Labor-public employees labor relations board actions and decisions	Y	33-A:3-a:LXII	Permanently	Fireproof filing cabinet
Select board/assessing	Labor union negotiations	Y	33-A:3-a:LXIII	Permanently or until replaced with a new contract	Fireproof filing cabinet
Select board/assessing	Legal actions against the municipality	Y	33-A:3-a:LXV	Permanently	Fireproof filing cabinet
Select board/assessing	Accounts receivable	Y	33-A:3-a:II	Until audited +1 year	Fireproof filing cabinet for current year and SB storage area for past years
Select board/assessing	Articles of agreement or incorporation	Y	33-A:3-a:IX	Permanently	Fireproof filing cabinet
Select board/assessing	Bonds and continuation certificates	Y	33-A:3-a:XII	till expiration of bond + 2 years	Fireproof filing cabinet
Select board/assessing	Budget committee-drafts	Y	33-A:3-a:XIII	Until superseded	Fireproof filing cabinet
Select board/assessing	Budget	Y	33-A:3-a:XIV	Permanently	Fireproof filing cabinet
Select board/assessing	Personnel files	Y	33-A:3-a:XCVI	Until retirement or termination +50 years	Fireproof filing cabinet
Select board/assessor	Property inventory	Y	33-A:3-a:CXI	5 years	Property file in fireproof filing cabinet
Select board/assessor	Property record card	Y	33-A:3-a:CXII	Current and last prior reassessing cycle	Property file in fireproof filing cabinet
Select board/assessor	Property record map/assessors	Y	33-A:3-a:CXIII	Until superseded	Property file in fireproof filing cabinet
Select board/assessor	Property tax exemption applications	Y	33-A:3-a:CXIV	Transfer of property + 1 year	Exemption binder
Select board/assessor	Road and bridge construction and reconstruction/including highway complaint slips	Y	33-A:3-a:CXVI	6 years	Fireproof filing cabinet
Select board/assessor	Road layout and discontinuances	Y	33-A:3-a:CXVII	Permanently	Fireproof filing cabinet

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Select board/assessor	Scenic Roads	Y	33-A:3-a:CXVIII	Permanently	Fireproof filing cabinet
Select board/assessor	Septic plan approval and plans	Y	33-A:3-a:CXX	Until replaced or removed	Property file in fireproof filing cabinet
Select board/assessor	Sewer system filtration study	Y	33-A:3-a:CXXI	Permanently	Fireproof filing cabinet
Select board/assessor/ Planning Board	Site plan review	Y	33-A:3-a:CXXIII	Life of improvement + 3 years	Planning Board fireproof filing cabinet and property file once approved
Select board/assessor/ Planning Board	Site plan review/lapsed	Y	33-A:3-a:CXXIV	Until notification that planning board action and appeal time has expired + 1 year	Planning Board fireproof filing cabinet
Select board/assessor/ Planning Board	Site plan review/withdrawn or not approved	Y	33-A:3-a:CXXV	Appeal period + 1 year	Planning Board fireproof filing cabinet
Select board/assessor	Special assessment (betterment of property)	Y	33-A:3-a:CXXVI	20 years	Property file in fireproof filing cabinet
Select board/assessor	Street acceptances	Y	33-A:3-a:CXXVII	Permanently	Fireproof filing cabinet
Select board/assessor/ Planning Board	Subdivision applications/lapsed	Y	33-A:3-a:CXXIX	Until notified that planning board action and appeal period has expired +1 year	Planning Board fireproof filing cabinet
Select board/assessor/ Planning Board	Subdivision applications/successful and final plan	Y	33-A:3-a:CXXX	Permanently	Planning Board fireproof filing cabinet and property file once approved
Select board/assessor/ Planning Board	Subdivision application/withdrawn or not approved	Y	33-A:3-a:CXXXI	Expiration of appeal period + 1 year	Planning Board fireproof filing cabinet
Select board/assessor/ Planning Board	Subdivision application/working drafts prior to approval	Y	33-A:3-a:CXXXII	Expiration of appeal period	Planning Board fireproof filing cabinet
Select board/assessor	Summary inventory of valuation of property	Y	33-A:3-a:CXXXIII	1 year	Property file in fireproof filing cabinet
Select board/assessor	Tax maps	Y	33-A:3-a:CXXXIV	Permanently	SB Storage area

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Select board/assessor	Time cards	Y	33-A:3-a:CXXVII	4 years	Fireproof filing cabinet for current year with payroll/payables and in SB Storage area for past years
Supervisors of checklist	Elections/challenge affidavits by the town clerk	Y	33-A:3-a:XXXVIII	Until contest is settled and all appeals have expired or 22 months after the election whichever is longer	Kept by Town Clerk
Supervisors of checklist	forms including absentee voter registration forms	Y	33-A:3-a:CXLI (a)	Until voter is removed from checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Same day, returned to undeclared status form and report from statewide centralized voter registration database	Y	33-A:3-a:CXLI (b)	7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Party change form	Y	33-A:3-a:CXLI (c) (1)	Until voter is removed from checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	List of undeclared voters from the statewide centralized voter registration database	Y	33-A:3-a:CXLI (c) (2)	7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Forms rejected, including absentee voter registration forms & denial notifications	Y	33-A:3-a:CXLI (d)	7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Qualified voter affidavit	Y	33-A:3-a:CXLI (e)	Until voter is removed from the checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Domicile affidavit	Y	33-A:3-a:CXLI (f)	Until voter is removed from the checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Notice of removal/30 day notice	Y	33-A:3-a:CXLI (j)	Until voter is removed from the checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet

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Supervisors of checklist	Report of death	Y	33-A:3-a:CXLI (k)	Until voter is removed from the checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Report of transfer	Y	33-A:3-a:CXLI (l)	Until voter is removed from the checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Undeliverable mail or change of address notice from USPS	Y	33-A:3-a:CXLI (m)	Until voter is removed from the checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Supervisors of checklist	Affidavits of religious exemption	Y	33-A:3-a:CLVI	Until voter is removed from the checklist + 7 years	Currently in file cabinet, soon to be in new FP File Cabinet
Town clerk/tax collector	Abatements	Y	33-A: 3-a: I	5 years	In fireproof file
Town clerk/tax collector	Accounts receivable	Y	33-A:3-a:II	Until audited +1 year	In storage area
Town clerk/tax collector	Annual reports, town warrants, meeting and deliberative session minutes in towns that have adopted official ballot voting	Y	33-A:3-a:VII	Permanently	In fireproof file /over 20 years old in fireproof cabinets
Town clerk/tax collector	Archives	Y	33-A:3-a:VIII	Permanently	Fireproof cabinets
Town clerk/tax collector	Current Use releases	Y	33-A:3-a:XXIX	Permanently	Fireproof file/20+ in cabinets
Town clerk/tax collector	Dredge/fill/wetland permits	Y	33-A:3-a:XXXIII	4 years	In fireproof file
Town clerk/tax collector	Election-not federal: ballots and absentee ballot applications, affidavit envelopes, and lists:	Y	33-A:3-a:XXXVII	Until contest is settled and all appeals have expired or at least 60 days after the elections, whichever is longer	In storage area in sealed box with signed label

Town of Groton Record Retention Policy

Town clerk/tax collector	Elections – federal: ballots and absentee ballot applications, affidavit envelopes, and lists	Y	33-A:3-a:XXXVI	Until the contest is settled and all appeals have expired or at least 22 months after elections whichever is longer	In storage area in sealed box with signed label
Town clerk/tax collector	Liens of any type other than those leading to a tax sale	Y	33-A:3-a:LXXI-LXXV	Hospital – 6 years Federal – permanent IRS – 1 year after discharge Tax liens, state meals and rooms tax – until release + 1 year	In fireproof file
Town clerk/tax collector	Liens that lead to tax sale	Y	33-A:3-a:LXXVI	Permanently	In fireproof file/20+ years old in fireproof cabinet
Town clerk/tax collector	Town Meeting minutes	Y	33-A:3-a:LXXXII	Permanently	In fireproof file/20+ years old in fireproof cabinet
Town clerk/tax collector	Motor vehicle application for title	Y	33-A:3-a:LXXXIV	Until audited + 1 year	In storage area – boxed by year
Town clerk/tax collector	Motor vehicle titles and voided titles	N	33-A:3-a:LXXXV	Sent to DMV with doc pile daily	
Town clerk/tax collector	Motor vehicle permits – void and unused	Y	33-A:3-a:LXXXVI	Until audited + 1 year	In storage area - boxed by year
Town clerk/tax collector	Motor vehicle permits and registrations	Y	33-A:3-a:LXXXVII	Current year plus 3 years	In storage area - boxed by year
Town clerk/tax collector	Municipal agent daily log	Y	33-A:3-a:LXXXVIII	Until audited +1 year	In storage area - boxed by year
Town clerk/tax collector	Oaths of office	Y	33-A:3-a:XCI	Terms of office +3 years	In fireproof file under “elections”
Town clerk/tax collector	Ordinances	Y	33-A:3-a:XCII	Permanently	In fireproof file under “town”
Town clerk/tax collector	Excavation tax warrant, book & list	Y	33-A:3-a:XLII	Permanently	In fireproof file/20+ years old in fireproof cabinet
Town clerk/tax collector	Ledger/Journal entry records	Y	33-A:3-a:LXIV	Until audit + 1 year	In fireproof file under “town”

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Town clerk/tax collector	Licenses – all except dog and vital records	Y	33-A:3-a:LXVIII	Duration + 1 year	In fireproof file under category of license
Town clerk/tax collector	Licenses – dogs	Y	33-A:3-a:LXVIII	Current year + 1 year	In file drawer under copier
Town clerk/tax collector	Rabies certificate at licensing	Y	Town Clerk Policy	Current only	In binder in file drawer under copier
Town clerk/tax collector	Pole licenses	Y	33-A:3-a:XCV	Permanently	In fireproof file under DES
Town clerk/tax collector	Record managements forms for transfer of records to storage off site	Y	33-A:3-a:CXV	Permanently	In fireproof file under "town"
Town clerk/tax collector	Tax deeded property and all paperwork	Y	33-A:3-a:CXXVI	Permanently	20 in fireproof file, older in fireproof cabinets
Town clerk/tax collector	Voter Checklist/marked copy kept by town (RSA 659:102	Y	33-A:3-a:CXL and RSA 659:102	7 years	In fireproof file under "elections"
Town clerk/tax collector	Tax receipts paid/land use change, property, yield, timber	Y	33-A:3-a:CXXXV	6 years	In fireproof file under "supplements"
Town clerk/tax collector	Absentee voter reg. good or rejected with denial notifications	Y	33-A:3-a:CXLI (d)	7 years	In fireproof file under "elections"
Town clerk/tax collector	Overseas absentee reg affidavit	Y	33-A:3-a:CXLI (g)	Until voter is removed from checklist +7 years	In fireproof file under "elections"
Town clerk/tax collector	Absentee ballot voter application/federal postcard application format for voters not previously on checklist	Y	33-A:3-a:CXLI (h)	Until voter is removed from checklist +7 years	In fireproof file under "elections"
Town clerk/tax collector	Absentee ballot affidavit envelope for federal postcard applications not previously on checklist	Y	33-A:3-a:CXLI (i)	Until voter is removed from checklist +7 years	In fireproof files in the Town Clerks office.
Town clerk/tax collector	All warrants/ land use change, property tax, town meeting, yield, or any other signed warrant	Y	33-A:3-a:CXLIII through CXLIX	Permanently	20 years in fireproof files under "supplements" and "warrants"/ older in fireproof cabinets

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Town clerk/tax collector	Election return forms	Y	33-A:3-a:CLV	Permanently	20 years in fireproof files under "supplements" and "warrants"/ older in fireproof cabinets
Treasurer	Bank deposit slips and statements	Y	33-A:3-a:X	6 years	Small fireproof cabinet in SB office for current years and in fireproof cabinet in downstairs storage area for older years
Treasurer	Cash receipt and disbursement book	Y	33-A:3-a:XIS	6 years after last entry or until audited	Small fireproof cabinet in SB office for current years and in fireproof cabinet in downstairs storage area for older years
Treasurer	Checks	Y	33-A:3-a:XX	6 years	Small fireproof cabinet in SB office for current years and in fireproof cabinet in downstairs storage area for older years
Treasurer	Voucher and treasurer receipts	Y	33-A:3-a:CXLII	Until audited + 1 year	Small fireproof cabinet in SB office for current years and in fireproof cabinet in downstairs storage area for older years
Trustee of trust funds	Minutes and quarterly reports in paper or electronic format	Y	33-A:3-a:CXXXVIII (a)	Permanently	Fireproof cabinet in Select Board office for reports
Trustee of trust funds	Bank statements in paper or electronic format	Y	33-A:3-a:CXXXVIII (b)	6 years after audit	SB office binder
Zoning board	Zoning board of adjustment applications, decisions, and permits – unsuccessful: expiration of appeal period	Y	33-A:3-a:CLVI	Till expiration of appeal period	Zoning Board Cabinet