



State of New Hampshire Guardian ad Litem Board

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Records Retention Policy

Adopted 6/20/12

Revised 6/20/14*

The records listed below shall be retained by the Guardian ad Litem Board at a minimum, as follows:

- | | |
|-------------------------------------|--|
| 1. Accounts Receivable | Until Audited Plus One Year |
| 2. Applications | |
| a. Denied | 3 years |
| b. Approved & Current | Permanently |
| c. Approved & Expired | 6 years |
| 3. Audio Recordings | |
| a. Meetings | Until written minutes approved at meeting |
| b. Hearings | Until written minutes approved at meeting |
| c. Oral Arguments | Until written minutes approved at meeting |
| 4. Audit Reports | 10 Years |
| 5. Board Member Files | 3 years after appointment expiration |
| 6. Budgets | Permanently |
| 7. Complaints | |
| a. Dismissed Complaints | 3 years after appeal date |
| b. Accepted Complaints | 3 years after appeal date |
| 8. Contracts/Bids | |
| a. Awarded Contracts | One year after expiration date |
| b. Non-Awarded Bids | One year after expiration date of awarded contract |
| 9. Continuing Education Requests | 3 years after date of program |
| 10. Correspondence | |
| a. With Counsel | Permanently* |
| b. Transitory | One Year |
| c. All other correspondence | Follow retention requirement for record in which it refers |
| 11. Court Cases | Permanent |
| 12. Equipment Paperwork | Life of Equipment |
| 13. Grievances | One year after appeal date |
| 14. Invoices and Bills | Until Audited plus One Year |
| 15. IT Plan | 3 years |
| 16. Late Reports | 1 year |
| 17. Meeting Minutes | Permanently |
| 18. Records Mgmt Forms for Transfer | Permanently |
| 19. Right to Know Requests | 3 years |
| 20. Staff Applications | |
| a. Successful | 50 years after last day worked |
| b. Unsuccessful | 3 years |
| 21. Training | |
| a. Manuals | 3 years |
| b. Agendas | 3 years |
| c. Faculty Info | 3 years |
| 22. Decisions and Orders | Permanently |