



**COUNTY OF CARROLL**  
**OFFICE OF THE COMMISSIONERS**  
Administration Building  
95 Water Village Road Box #1  
Ossipee, New Hampshire 03864  
Phone 603-539-7751 • Fax 603-539-4287  
Commissioners@CarrollCountyNH.net  
www.CarrollCountyNH.net



Policy Title:	Records Retention Policy
Policy Number:	2020-002
Purpose:	To provide for the proper disposition of County records
Effective Date:	December 22, 2020
Revision Date:	
Reference(s):	NH RSA 33-A

**POLICY**

Carroll County shall ensure compliance with all applicable laws and regulations pertaining to record retention including, but not limited to, those listed in NH RSA 33-A.

Carroll County shall simultaneously recognize the County’s administrative need to manage its records and provide for their systematic destruction after legal requirements have been met and the records no longer have value to the County or its citizens.

This policy applies to all records generated in the course of the County of Carroll’s municipal operations, including original, reproduced, and electronic documents.

Carroll County shall ensure compliance with all applicable laws and regulations pertaining to record retention including, but not limited to, those listed in NH RSA 33-A. 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.

**PROCEDURE**

**Municipal Records Committee**

In accordance with NH RSA 33-A:3, Carroll County shall establish and maintain a Municipal Records Committee charged with governing the retention and disposition of its municipal records. The committee membership shall include a representative from each of the following: board of commissioners, finance department, human resources department, sheriff’s department, nursing home as well as the county treasurer or his/her designee. The board of commissioners may appoint a designee and may expand the membership as they deem appropriate to include representatives of other departments, boards, committees, or the public.

The Committee shall:

1. monitor laws affecting record retention
2. modify the record retention schedule (Appendix A) as necessary
3. if necessary, develop additional operational procedures to ensure that records are properly stored and accessible and disposed of properly

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

The Committee may elect to use electronic methods of document storage, where appropriate, in accordance with NH RSA 33-A:5-a.

The Committee shall annually review this policy and recommend amendments needed to comply with statutory or regulatory requirements.

### **Storage, Retention, and Disposal of Municipal Records**

The statutory Records Retention Schedule details the retention period for specific types and categories of records in order to ensure legal compliance. The Committee may determine that records are to be maintained by the County for a period longer than the minimum period required.

Documents to be destroyed shall first be reviewed by the applicable Department head or their designees 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, the documents shall be destroyed as follows:

- Non-confidential records shall be recycled if possible, or shredded
- Confidential documents shall be shredded
- Electronic files shall be deleted from the individual's computer as well as from any backup or permanent media storage.

Shredding shall be done by either authorized staff members or by a shredding service.

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.

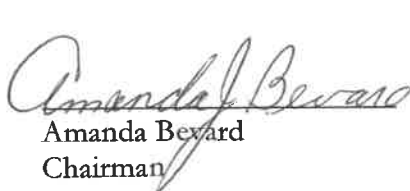
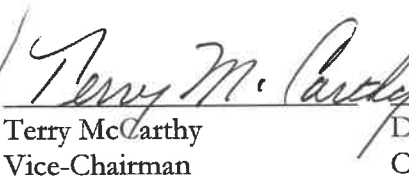
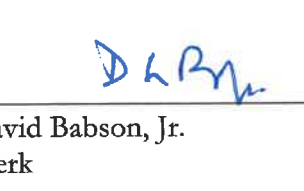
### **Suspension of Record Disposal**

In the event any official or employee of Carroll County is served with any subpoena or Right-to-Know request; or becomes aware of an investigation or audit concerning the County or any litigation against or concerning the County, such individual shall ensure that all records are preserved, regardless of the retention schedule, until the County's legal counsel determines that the records are no longer needed.

### **Initial Training and Annual Review**

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

*(This policy replaces the "Carroll County Records Retention Policy Adopted 6/17/15)*

 Amanda Bexard Chairman	 Terry McCarthy Vice-Chairman	 David Babson, Jr. Clerk
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