

Amendment to HB 108

1 Amend the bill by replacing section 1 with the following:

2

3 1 Disposition of Electronic Records. RSA 33-A:5-a is repealed and reenacted to read as follows:

4 33-A:5-a Electronic Records.

5 I. Paper municipal records listed in the disposition and retention schedule of RSA 33-A:3-a
6 may be transferred to electronic records, as defined in RSA 5:29, VI, and the original paper records
7 may be disposed of as the municipality chooses, subject to the requirements of other state or federal
8 laws. Such records shall be stored in portable document format/archival (PDF/A) or another file
9 format approved by the secretary of state and the municipal records board.

10 II. Electronic municipal records listed on the disposition and retention schedule of RSA 33-
11 A:3-a that are to be retained for 10 years or less may be retained solely electronically in their
12 original format if so approved by the municipal committee responsible for the records. The
13 municipality is responsible for assuring the accessibility of the records for the retention period. If
14 the records retention period exceeds 10 years or the municipal committee does not approve
15 retention of the record solely electronically in an approved format, the records shall be transferred
16 to paper, microfilmed, or stored in portable document format/archival (PDF/A) or another approved
17 file format on a medium from which it is readily retrievable. At least once every 5 years from date
18 of creation, the municipal committee shall review documents and procedures for compliance with
19 guidelines issued by the secretary of state and the municipal records board.

Amendment to HB 108
- Page 2 -

2017-1544s

AMENDED ANALYSIS

This bill permits municipalities to transfer paper records to electronic format for retention. The bill also modifies requirements for the retention of electronic records.