

RECORDS RETENTION IN ELECTRONIC FORMAT

RSA 33-A:5-a Electronic Records. –

- I. Paper municipal records listed in the disposition and retention schedule of RSA 33-A:3-a may be transferred to electronic records, as defined in RSA 5:29, VI, and the original paper records may be disposed of as the municipality chooses, subject to the requirements of other state or federal laws. Such records shall be stored in portable document format/archival (PDF/A) or another file format approved by the secretary of state and the municipal records board.
- II. Electronic municipal records listed on the disposition and retention schedule of RSA 33-A:3-a that are to be retained for 10 years or less may be retained solely electronically in their original format if so approved by the municipal committee responsible for the records. The municipality is responsible for assuring the accessibility of the records for the retention period. If the records retention period exceeds 10 years or the municipal committee does not approve retention of the record solely electronically in an approved format, the records shall be transferred to paper, microfilmed, or stored in portable document format/archival (PDF/A) or another approved file format on a medium from which it is readily retrievable. At least once every 5 years from date of creation, the municipal committee shall review documents and procedures for compliance with guidelines issued by the secretary of state and the municipal records board.

Source. 2005, 187:5, eff. Aug. 29, 2005. 2006, 275:6, eff. June 15, 2006. 2016, 226:1, eff. Aug. 8, 2016. 2017, 96:1, eff. Aug. 7, 2017.

RSA 5:29 Definitions. –

In this subdivision:

- VI. "Electronic record" means information that is created or retained in a digital format.

PDF/A files

PDF/A is an ISO-standardized version of the Portable Document Format (**PDF**) specialized for use in archiving and long-term preservation of electronic documents. **PDF/A** differs from **PDF** by prohibiting features unsuitable for long-term archiving, such as font linking (as opposed to font embedding) and encryption.

How do you save a document as a PDF/A file?

1. From the **FILE** menu, select **SAVE AS** and then select a folder on your computer to **save** the document to.
2. Change the **SAVE AS TYPE** option to **PDF** then click the **OPTIONS** button “Confirm the following settings to ensure **PDF/A** compliance
3. Click **OK**.

How do you save a PDF to a PDF/A file?

1. Open a **PDF** file that you wish to conform to **PDF/A**.
2. Choose **File> Save As> More Options> PDF/A**. *Note:* You can also choose **File>Save As>PDF**, then choose **PDF/A** from the Save As Type menu.
3. The **Save As** Window appears. ...
4. The **Preflight** window appears. ...
5. Click **OK** again to save and confirm the file.