

UNITED STATES DISTRICT COURT FOR THE  
DISTRICT OF NEW HAMPSHIRE  
55 Pleasant Street, Room 110  
Concord, NH 03301  
Tel: 603-225-1423

**ACCESSING COURT RECORDS STORED AT THE  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)**

U.S. District Court paper cases are shipped and stored at the NARA-Federal Record Center (NARA-FRC) facility in Waltham, Massachusetts on the following schedule: civil cases 1 year after closing, criminal cases 2 years.

While cases are stored at the NARA-FRC for a 15 year storage retention period, they remain in the legal custody of the court and are available for public review. Upon expiration of the retention period, NARA-FRC destroys certain paper case files and designates others as permanent records and custody of those case files is transferred from the court to National Archives section of the NARA facility. For information on whether a case that is more than 15 years old still exists, please contact NARA-FRC at 781-663-0378.

**FROM THE CLERK'S OFFICE**

For a prepaid retrieval fee, the Clerk's Office will order the case file from NARA-FRC and have it shipped to the courthouse. The cost for retrieval of records from the NARA-FRC facility is \$64 for the first box requested and \$39 for each additional box. The normal retrieval time is 5 business days.

SmartScan is a new way of getting court records from the FRC in scanned Adobe Portable Document Format (PDF) via email. Under several specific criteria, SmartScan may allow a court to electronically fulfill public requests for documents. This service is best suited for any request from the public that involves a specific document(s) that does not exceed 100 pages. The service fee consists of a total of three components: Judicial administrative fee - \$10.00; FRC fee to pull & refile records - \$9.90; and FRC fee per PDF page - \$.65.

**FROM NARA - Federal Record Center**

National Archives and Records Administration - <b>Federal Records Center (FRC)</b> 380 Trapelo Road Waltham, MA 02452-6399	Phone: (781) 663-0378 Fax: (781) 663-0155 E-mail: <a href="mailto:waltham.courts@nara.gov">waltham.courts@nara.gov</a> Web site: <a href="http://www.archives.gov/northeast/">http://www.archives.gov/northeast/</a>
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You may also access our court records directly through NARA-FRC. For specific details on these options including copy/certification charges, methods of payment, and arrangements for delivery of documents, please call NARA-FRC or refer to <http://www.archives.gov/northeast/boston/public/court-records.html>.

NARA-FRC requires certain information in order to process your request. This data can be obtained from either the Clerk's Office or the PACER docket (look for the docket entry: File located at National Archives and Records Administration):

Court location: U.S. District Court for the District of NH, Concord, NH  
Case file number: \_\_\_\_\_  
Case file name(s): \_\_\_\_\_  
Transfer/Accession no.: \_\_\_\_\_  
Location number: \_\_\_\_\_  
Box number: \_\_\_\_\_

**FROM NARA - National Archives**

If a case has been designated a permanent record and legal custody has been transferred from the court to the National Archives section of the NARA facility, requests for copies of those records must be made directly to the National Archives at the following address:

National Archives and Records Administration - <b>(National Archives)</b> 380 Trapelo Road Waltham, MA 02452-6399	Phone: (866) 406-2379 Fax: (781) 663-0156 E-mail: <a href="mailto:boston.archives@nara.gov">boston.archives@nara.gov</a> Web site: <a href="http://www.archives.gov/northeast/">http://www.archives.gov/northeast/</a>
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