

Shelf List for use in Town Hall Vault

Shelving Unit 1 (left by door as one enters)

RG [Record Group]

1 = Town Record Books

3 = School Records

6= Assessment & Tax Collection Records

7= Town Clerk Records

8= Military Records

Shelf	RG	Description	Dates
1a	1	Town Record Books, Vol 1 (typescript BV & original in library binding), Vols 3, 4, 5 (boxes 4, 5, 6) & Barnard excerpts in bound volume without title	1760-1870
1b	3	School Records	1806-1984
1c	n.a.	New Hampshire Annual Reports on "Common Schools" - 8 books w/ brief mentions of Amherst	1851-1876, 1899, 1936
	====	=====	=====
	7	Note: all below in small dfb #5. Series 7. Town Officers and Representatives - Appointments (compilation, not contemporaneous)	1760-1851
		Series 3. List of persons naturalized	1859-1871
		Town meeting warrants	1843, 1847, 1849
1d	6	Sub-group 1. Assessment. Series 1. Invoices (final)	1820-1945
1e	6	Sub-group 1. Assessment. Series 1. Invoices (final). 1 volume. Sub-Group 1. Assessment Series 2. Invoice and Tax Workbooks. Drafts, 2 vols. 1839-1844, 1876-1879. Those dating from 1846-1875 in box.	1876, 1877-1885 1839-1879

Shelf	RG	Description	Dates
=== 1e	==== 7	===== Series 4. Dog Licenses Series 5. Chattel (Personal) Mortgages (7 bound volumes and 3 folders containing loose sheets for Vol. 4, unidentified index books) Series 6. Writs of attachment (2 bound volumes) Series 7. Appointments (3 bound volumes) Series 8. Juror Selection (1 bound volume). Also Municipal Court , (not Town Clerk-related - 2 bound volumes)	1891-1895 1833- 1962 1849-1942 1891-1985 1929-1970 1960-1964
1f	n.a. ==== 8 ==== 6 ==== n.a.	Town, County & State Publications (not town records),in small box. ==== Military Records, 1 document box ==== Sub-group 1. Assessment Series 3. Assessor's Pocket-size Work Books, 1849-1877, n.d. in Boxes 5 & 6 Sub-group 2. Collection Series 1. Tax Warrants, 1801-1869 in Box 7. ==== Reports of the Adjutant-General of State of New Hampshire, Secomb's <i>History of the Town of Amherst</i>	1846-2011 ==== 1840-1947 ==== 1849-1877, n.d. 1801-1869

Shelf	RG	Description	Dates
1g	1	Town Record Books, Vols 6, 7, 8a, 8b, 9 =====	1870-1992 =====
	6	Sub-group 1. Assessment Series 1. Invoices (final) 2 volumes =====	1946-1960 =====
	7	Series 1. Vital Records. Sub-series 1. Births, Marriages & Deaths. 10 volumes.	1842-1937
1top	1	Town Record Books, Vol 2 (box #3)	1791-1842

Shelving Unit 2

RG [Record Group]

4 = Town Financial Records

6 = Assessment and Tax Collection Records

7 = Town Clerk Records

Shelf	RG	Description	Dates
2a	6	Subgroup 1. Assessment Series 2. Invoice & Tax Workbooks, Drafts. Series 4. Assessed valuation subtotals. (Box 1, 2, 3)	1814-1878 1886
2b	6	Subgroup 1. Assessment. Series 1. Invoice & Taxes (final) Subgroup 2. Collection Series 2. Tax Payments & Warrants Subseries 2. Tax Warrants	1961-1973 (missing 1963, 1967, 1971) 1962-1971
2c	7	Series 1. Vitals Vitals (births) Vitals (marriages) Blood Tests Registration Report NH 1913-1914	1938-1994 1938-1974 1977-1981
2d	7	Series 1. Vitals Vitals (marriages) NOTE: 1983-1984 missing for years Vitals (deaths) Deaths and Burials (BV) Document box containing items relating to vitals (see container list) NH Registration Report 1992-1923	1975-1994 1938-1994 1935-1940 1878-1998

Shelf	RG	Description	Dates
2e	6	Subgroup 2. Collection Series 4. Poll & Head Tax Subseries 4. Poll Tax Warrant Books (3 vols), 1966-1968 Subseries 5. Resident Tax Warrant Books (13 vols), 1969-1983, 1 CPO, 1985	1966-1985
2e	7	Series 2. Cemetery Box # 2 Burials, 1934-1980; Deeds to cemeteries, 1960-2002	1934-2002
2f	4	Series 1. Treasurer's Records Series 2. Town Farm Accounts Series 3. Trust funds <i>Note: Records are in 1 legal size document box, 3 drop front boxes; there are 8 freestanding volumes</i>	1823-1969 1835-1896 1916-1930
2f	7	Series 1. Vital Records. Sub-series 5 . Microfilm reels	1850-1970
2f	7	Series 2. Cemetery Records Box # 3 Index box of cemetery lot owners	1926-1988
2g	7	Series 10. Financial Ledgers: [Town Clerk's] Receipts & Payments	1929-1988
2 top	n.a.	Unidentified index books. As of 2018, unable to ascertain bound volumes to which they belong, if any	

Shelving Unit 3

RG [Record Group]
6 = Assessment & Tax Collection
Records

Key to abbrev.
CPO = computer printout
PHB = post hole binder
3RB = three ring binder

Shelf	RG	Description	Dates
3a	6	Sub-group 1. Assessment. Series 5. Abatements	1957-1962
		Sub-group 2. Collection. Series 2. Tax Payments & Warrants Subseries 1. Tax Warrants and Payments, 1921-1961	1921-1961
		Subgroup 2. Collection Series 3. Cash Books Subseries 1. Tax Collectors' Books	1919, 1935, 1937, 1944
		Subseries 2. Reports Tax Collector to Treasurer	1959-1962
		Subgroup 2. Collection Series 4. Poll and Head Tax Warrant Books Subseries 1. State Head Tax Warrant Books	1951-1955, 1957- 1960
		Subseries 2. Poll Tax Warrant Books	1956-1960
		Subseries 3. Poll Tax Warrant and State Head Tax Warrant Book	1961
3b	6	Subgroup 1. Assessment Series 4. Assessed Valuation Subtotals Subseries 2. Inventories, 1962-1973. Note: Larger volume	1968

Shelf	RG	Description	Dates
3b		Series 6. Veterans Exemption Applications (in open metal card file)	1970s
		Sub-group 2. Collection. Series 2. Tax Payments & Warrants Subseries 2. Tax Warrants	1967-1968
		Subseries 3. Property Tax	1983 - 1985
3c	6	Sub-group 2. Collection. Series 2. Tax Payments & Warrants Subseries 3. Property Tax	1991-2000
3d	6	Sub-group 2. Collection. Series 2. Tax Payments & Warrants Subseries 3. Property Tax	1981-1990
3e	6	Sub-group 1. Assessment Series 1. Invoices (final). Printed inventory of taxable property.	1966, 1974, 1984
		Sub-group 2. Collection. Series 2. Tax Payments & Warrants Subseries 3. Property Tax	1972-1980
3f	6	Subgroup 2. Collection Series 5. Tax Sales Redeemed, c. 1946-1961 (PHB)	c. 1946-1961
		Tax Sales, 1971-1974 (PHB). Note: Inserts - property taken / sold by Town, 1942-1943	1971-1974
3g	6	Subgroup 1. Assessment Tax Revaluation Letters from hearings (3 3 RB), Tax maps =====	1994 =====
	6	Subgroup 2. Collection Series 5. Tax Sales and Tax Sale Redemptions (4 3RB; 3 for tax sales in alpha order, 1975-1983, 1 for redemptions, 1970-1982)	1970-1983

Shelving Unit 4

RG [Record Group]

6 = Assessment and Tax Collection Records

Shelf	RG	Description	Dates
4a	6	Sub-group 1. Assessment Series 2. Invoice & tax workbook (drafts)	1881-1920
4b	6	Sub-group 1. Assessment. Series 2. Invoice & tax workbooks (drafts) Subgroup 1. Assessment Series 4. Assessed Valuation Subtotals (Recapitulation) Subseries 3. Invoice Recapitulation Workbooks Note: 1941 book is on shelf 3b adjacent to 4b	1921-1943 1933-1953
4c	6	Sub-group 1. Assessment. Series 2. Invoice & tax workbooks (drafts)	1944-1961

Shelving Unit 5

RG [Record Group]

4 = Town Financial Records
 6 = Assessment & Tax Collection
 7 = Town Clerk Records

Key to abbrev.
 n.a. = not applicable

Shelf	RG	Description	Dates
5a & b	n.a.	New Hampshire State Publications (BV). Not town records.	
5c	n.a.	Census of 1840	1840
	7	Voter election day list	1986
	n.a.	Milford Cabinet issues	1973
	7	Scrapbook - newspaper public notices	1972-1973
5d	6	Subgroup 2. Series 3. Subseries 2. Cash book tax collector to Treasurer	1969-1976
	7	Daily record postage meter register readings	1970s-1980s
	4	Series 1. Treasurer's Records Receipts and Payments (2 Post hole binders)	1920-1975
	4	Series 3. Trust Funds (2 vols). Cemetery trust funds, 1891-1930; All trust funds, 1930-1952	1891-1952
5e	4	Series 1. Treasurer's Records Receipts & Payments (very large)	1920-1972

Shelving Unit 6

RG [Record Group]
6 = Assessment and Tax
Collection Records

Key to abbrev.
n.a. = not applicable
3RB = three ring binder
DNK = do not know

Shelf	RG	Description	Dates
6a	n.a.	<i>New Hampshire Annual Reports</i>	1882-1898
6b	6	Subgroup 2. Collection Series 2. Tax Payments and Warrants Subseries 4. Tax Warrants (3RBs)	2001-2005
6c	6	Subgroup 2. Collection Series 2. Tax Payments and Warrants Subseries 4. Tax Warrants (3RBs)	2006-2009, 2014
6d		EMPTY	
6e	DNK	DPW / CCD - related. Proposed Plans of State of NH Department of Public Works and Highways	1960s-1970s
		Road Plans	1950s-1970s
		Road Schematics showing manholes	1982-1984
		Manchester Road Bridge over Beaver Brook, NH DOT	2014
		Iron Bridge blueprints	n.d.

Shelving Unit 7

RG [Record Group]

2 = Annual Town Reports

5 = Minutes

7 = Town Clerk Records

Key to abbrev.

BV = bound volume

Shelf	RG	Description	Dates
7a	2	Individual Annual Town Reports, Boxes 1-8	1845-2009
7b	5	Minutes: Citizens Advisory Committee -- Space Needs re Town and School administrative services. 3RB	1987
	5	Minutes: Conservation Commission	1975-1986, 1990-1992
	5	Minutes: Historic District Commission. Note: missing 1982-1986, 1995	1977-2000
	5	Minutes: Recreation Commission Also: NH and Amherst Laws, Merrimack NH comprehensive plan 1970, Articles of Agreement, Book 1. 3RB 1973-1986 ?	1973-1993
7c	5	Minutes: Board of Selectmen (BVs)	1966-2009
7d	7	Series 9. Regulations, Ordinances & Other Communications (2 boxes)	1945-2011

Shelving Unit 8

RG [Record Group]

2 = Town Annual Reports

5 = Minutes

6 = Assessment & Tax Collection Records

9 = Town Land Records

Shelf	RG	Description	Dates
8a	2	Individual Annual Town Reports, including annotated ones, 1970 -1978, Box 9	2010-2015
		Bound Volumes of Town Annual Reports	1890-2003
8b	5	Minutes: Zoning Board of Adjustment	1946-1957, 1962-2000
		Minutes: Planning Board	1968-2000
		Master plan spiral bound	
8c	9	Town Land Records: Recorded Property Legal Instruments (mostly deeds)	1806-present
8d			
8e			
8f	6	Subgroup 1. Assessment. Series 7. Property record cards (in file card boxes). Box 1, tax maps 1-8; Box 2 tax maps 9-25	1960 - 1967