

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE ADMINISTRATIVE BOARD OF ELECTION LAWS Local Boards of Elections

AGENCY

DIVISION

Item No.

Description

Retention

To All Local Boards

This schedule takes precedence over and supersedes the schedules of individual local Boards where they might conflict. Not all records may be maintained at each local Board, but any records not covered by this schedule must be listed on a supplemental schedule for the individual Board.

1. Cancelled Voter Registrations

These registration forms vary from county to county. Each board will also include the Statewide Voter Registration Application Form among its records after 1991, since it will have been available for five years by that time. The forms contain the registrant's name, address, social security number, sex, date of birth, place of birth, district, precinct, date of registration, party affiliation and voter authority card number. These forms are of considerable and continuing reference value.

Retain in local board office until next like election (5 years), then transfer hard copy to State Hall of Records for permanent retention.

2. Poll Books

Record of registered voters actually voting in each election; contains voter authority card number, party affiliation, sex and name in books maintained for each precinct and district.

Retain in local board office 22 months, then destroy.

3. Voting Authority Cards

Contains name, address, signature, election, district, precinct, voting order #, Registration Form #, initials of issuing judge and changes in registrants name or address.

Retain in local board office 22 months, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

03/17/87 *Carol S. Evans* Dep. Admin. Title

4/2/87 *Edward J. [Signature]* State Archivist

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Item No.	Description	Retention
4.	<p><u>Voter List (Computer Print Out)</u></p> <p>Prepare just prior to elections, this print out is a back-up list sent to polling places during the election for marking off each voter.</p>	<p>Retain in local board office through 22 months, then destroy.</p>
5.	<p><u>Return Sheets/Canvass Sheets/Tally Sheets</u></p> <p>Booklet form return sheets are prepared for each precinct. Office Return sheets contain the following information: voting machine #, verification of certificates signed by judge of election, space for yes/no on each question and candidate write-ins, total votes cast, # of voter authorization cards issued. All materials related to the recordation of the vote.</p>	<p>Retain in local board office 22 months, then destroy.</p>
6.	<p><u>Certificates of Candidacy</u></p>	<p>Retain in local board office five (5) years, then to State Hall of Records for permanent retention.</p>
7.	<p><u>Campaign Fund Reports</u></p>	<p>Retain in local board office for five (5) years, then transfer to Hall of Records for permanent retention</p>
8.	<p><u>Election Day Phone Calls</u></p>	<p>Retain in local board office 22 months, then destroy.</p>
9.	<p><u>General Administration Correspondence</u></p> <p>This file series contains correspondence with state officials, state and federal agencies, candidates, representatives of political, community and civic groups and individuals. This file also contains personnel records.</p>	<p>All policy documents and documents pertaining to the development and organization of the board should be offered to the Hall of Records for permanent retention.</p> <p>Retain all general correspondence three (3) years. Retain audit reports permanently.</p> <p>Retain personnel records permanently.</p>
10.	<p><u>Precinct Binders</u></p>	<p>Retain in local board office 22 months, then destroy.</p>

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Item No.	Description	Retention
11.	<u>Duplicate VRAs</u>	Retain in local board office until next like election (5) years, then transfer hard copy to State Hall of Records for permanent retention.
12.	<u>Rejected VRAs</u>	Retain in local board office until next like election (5) years, then transfer hard copy to State Hall of Records for permanent retention.
13.	<u>Magnetic Computer Tapes Used in Conjunction With any Election with a Federal Contest on the Ballot</u>	Retain in local board office 22 months, then either destroy or transfer to appropriate local storage facility.
14.	<u>Temporary Registration Certification & Verification Affidavit</u>	Retain at local through next like election (5 1/2 years), then transfer to State Hall of Records for permanent retention.
15.	<u>Affidavit of Physical Disability</u>	Retain at local board office 22 months, then destroy.
16.	<u>Write-In Ballots</u>	Retain at local board office 22 months, then destroy.
17.	<u>Absentee Ballots, Absentee Ballot Envelopes, Absentee Applications, Absentee Report or Tally Sheets, Absentee VACs, NR Application - - Not Vote, Ballots Rejected by Board, Too Late Ballots and Letters, Undeliverable Ballots.</u>	Retain at local board office 22 months, then destroy.
	This form is used to reinstate voters who were falsely removed for failure to notify of change in address. Contains voter name, district, precinct, signature of voter and the signatures of one Democratic and one Republican official.	
	This form is used when a voter needs assistance in the voting booth because of a physical disability. Contains space for voter name, address, explanation of disability, signature, date, district, precinct and signature of judge of election.	
	The ballots are recorded on a roll of paper fitting into the back of the voting machine. After the election, the results are transferred to the Return Sheets.	
	The absentee ballots contain spaces for marking candidate choice and yes/no for each question. Recorded onto the Absentee Ballot Statement of Canvass, which is retained in the office.	

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Item No.	Description	Retention
18.	<u>Unused Ballots</u> Unused Ballots will be retained for 6 months and will remain in the boxes from the printers when sent to the county/city records center.	Retain at local board office Six (6) Months, then destroy.
19.	<u>Voted Punchcard or Computer Ballots</u>	Retain at local board office 22 months, then destroy.
20.	<u>Election Day materials</u> All materials reflecting appointment of persons entitled to operate as poll officials or poll watchers where there is an election with a federal contest on the ballot.	Retain at local board office 22 months, then destroy.
21.	<u>Petitions for Nomination/Referendum</u>	Retain at local board Office Four (4) Years, then to State Hall of Records for permanent retention.