

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2288

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Agency

Maryland State Board of Elections

Division/Unit

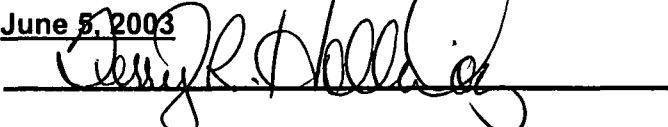
Item No.

**Description
(Supersedes 1066 and 1137)**

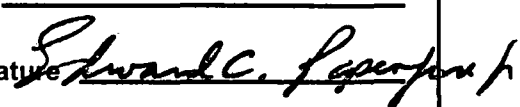
Retention

0.	Electronic records have the same retention period as paper And are subject to the Maryland State Archives Regulations, Title 14, Subtitle 18, Chapter 04 Electronic Records.	
1.	STATE BOARD OF ELECTIONS MINUTES These files contain Board meeting agendas and minutes pertaining to the official acts and policy decisions of SBE.	Retain permanently, Transfer periodically to the State Archives.
2.	GENERAL ADMINISTRATIVE CORRESPONDENCE FILE This file series contains correspondence with State officials, state and federal agencies, candidates, representatives of political community and civic groups, and individuals as well as executive plans and publications pertaining to the business of SBE.	All policy documents and documents pertaining to the development and organization of the agency should be offered to the State Archives for permanent retention. Retain all general correspondence for 3 years; then destroy.
3.	LITIGATION AND LEGAL ADVICE This file series contains correspondence pertaining to all litigation brought against or by SBE as well as Opinions of the Attorney General and legal advice rendered.	Retain permanently , Transfer periodically to the State Archives.
4.	PROCEDURES, POLICIES AND DIRECTIVES This file series contains all procedures, policies and directives of the SBE or the Administrator in carrying out mandated duties.	Retain permanently , Transfer periodically to the State Archives.
5.	REGULATIONS BACKUP MATERIAL	Retain as long as regulation is in effect; then destroy.

Approved by Department, Agency, or Division Representative.

Date June 5, 2003
 Signature 
 Type Name Terry R. Holliday
 Title Deputy Director, Candidacy and Campaign Finance

Schedule Authorized by State Archivist.

Date JUN 24 2003
 Signature 

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6.	<p>VOTER REGISTRATION STATISTICS</p> <p>This file series contains documents relating to Voter Registration Statistics.</p>	<p>Retain permanently, Transfer periodically to the State Archives.</p>
7.	<p>LEGISLATION</p> <p>This file series contains all correspondence and memos relating to proposed legislation by or affecting SBE.</p>	<p>Retain 10 years, then destroy</p>
8.	<p>DATA PROCESSING FILES</p> <p>This file series contains all files on the employees' workstations and/or office servers.</p>	<p>Retain 5 years, then destroy</p>
9.	<p>CAMPAIGN FINANCING AND CANDIDACY RECORDS</p> <p>This file series contains all documents filed by candidates in accordance with the Maryland Law Relating to Campaign Finance, including Title 14 Disclosure Records and Public Financing Act documentation.</p> <p>a. FEDERAL CAMPAIGN FUND REPORTS</p>	<p>Retain for 4 years from the date of election; then send to the State Archives for permanent retention.</p> <p>Retain 22 months, then destroy</p>
10.	<p>BALLOT MATERIALS FILES</p> <p>These files contain all polling place and absentee ballots approved by SBE, specimen ballots filed with SBE by the local boards, ballot questions and constitutional amendment publications, printers listings, candidates lists and related materials.</p>	<p>Retain permanently, Transfer periodically to the State Archives.</p>
11.	<p>ELECTION RESULTS</p> <p>These files contain all the official election returns sent to SBE by the local boards, as well as final determinations of elections by the SBE or the State Board of Canvassers.</p>	<p>Retain permanently, Transfer periodically to the State Archives.</p>
12.	<p>CORRESPONDENCE FILES – LOCAL BOARDS</p> <p>This file series contains copies of all correspondence and documents sent to SBE's 24 local boards.</p>	<p>Retain 5 years, then destroy</p>
13.	<p>LOCAL BOARD'S MINUTES</p> <p>This file series contains the minutes of all 24 local elections' boards pertaining to their official acts and policy decisions.</p>	<p>Retain permanently, Transfer periodically to the State Archives.</p>

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14.	PETITIONS (NEW PARTY, NOMINATIONS, REFERENDUM)	Retain ten (10) years, then destroy.
15.	<p>ACCOUNTING This series includes all standard STATE accounting forms as well as other accounting media, which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>A. <u>General Accounting Records</u> Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u> Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p> <p>C. <u>Budget and Fiscal Planning Records</u> Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p> <p>D. <u>Payroll Accounting Records</u> Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years then destroy.</p> <p>Retain permanently. Transfer to State Archives periodically.</p> <p>Retain permanently. Transfer to State Archives periodically.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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	<p>E. <u>Miscellaneous Accounting Records</u> Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Copies and Stubs Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State, and Federal)</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
16.	<p>PURCHASING RECORDS This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media, which provide supporting data for special and general purchasing records.</p> <p>Purchasing records may include all or some of the following documents:</p> <p>A. Actual Emergency and Repair Reports B. Advertising and Bids C. Agency Inter-Office Requisitions D. Bid and Quote File E. Bid Tabulation Records F. Copy of Contract(s) Awarded G. Credit Memoranda H. Inventory Dispositions I. Invoices/Expenditure Transfers Authorizations J. Issue Tickets or Receipts K. Materials/Supplies Specifications L. Monthly Expenditure Printouts M. Notice of Award of Contract(s) N. Unscheduled Requisitions for Supplies O. Packing Slips, Shipping Tickets, Bills of Lading P. Purchase Orders</p> <p style="text-align: right;">(Continued)</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

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17.	<p>Q. Purchasing Register R. Receiving Reports S. Report of Delivery/Partial Delivery T. Requisition Forms, Miscellaneous U. Requisitions for Supplies V. Warehouse Requisitions W. Automation Management Reports X. Contract Progress Reports Y. Contract Deliverables Z. Correspondence and memos relating to the development of election software and appropriation of hardware.</p> <p>VENDOR LIST</p>	Retain until superseded; then destroy.
18.	<p>PERSONNEL FOLDERS This series applies to Departments of Personnel within Maryland State Government and includes all standard personnel forms as well as other personnel media, which provide supporting data for both special and general personnel records.</p> <p>Upon selection for employment within the Department of _____ either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all or some of the following documents:</p> <p>A. Application B. Appointment Letter C. Correspondence Relating to New Appointment D. Personnel Payroll Form E. Personnel Position Action Request F. Personnel Recruitment Screening Report G. Personnel Transaction Form H. Retirement Form</p>	Retain for three (3) years after termination of employment and then destroy.

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	<p>During continued employment, the folder may contain the following:</p> <ul style="list-style-type: none"> a. Change of Address Forms b. Clearance File c. Charges for Removal d. Commendations e. Contractual Employment f. Counseling Sessions g. Disciplinary Actions h. Efficiency Ratings i. EOE Statistical Reports j. General Correspondence k. Grievance Actions l. Health Insurance Benefits Forms m. Leave Forms n. Orientation Program o. Position History p. Probation q. Promotions r. Resumes s. Suggestion File t. Summer Employment u. Suspension Actions v. Training <p>The final documents in the folder are a personnel payroll form and the following:</p> <ul style="list-style-type: none"> i. Letter of Resignation ii. Retirement iii. Transfer iv. Dismissal 	

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Item No.	Description	Retention
19.	PERSONNEL I.D. NUMBER (PIN)	Permanent, transfer periodically to the MSA
20.	STATUS CARD FILE	Retain for five (5) years, then destroy
21.	<p>HISTORY FILE Upon being selected for employment within the Department of _____ either as new hire, transfer, reinstatement or temporary employee, a personnel history card is prepared.</p> <p>This card contains the following data:</p> <ol style="list-style-type: none"> 1. Name 2. Address 3. Social Security Number 4. Telephone Number 5. Race 6. Sex 7. Birthdate 8. Increment Date 9. EOD (Entry on Duty) Date 10. Classification 11. Effective Date of Classification 12. Employment 13. Salary 14. Position Identification Number for employee <p>Each reclassification, promotion, demotion, change in salary, extended probation, title change, change of address or telephone number is duty noted on the card. The last entry of the History Card would be one of the following:</p> <ol style="list-style-type: none"> 1. Resignation 2. Retirement 3. Transfer 4. Dismissal 5. Expiration <p>The card would then be filed inside the personnel folder and filed in the inactive personnel file.</p>	Retain for three (3) years after termination of employment and then destroy
22.	WORKERS COMPENSATION FIRST REPORT OF INJURY REPORTS	Retain for 5 years then destroy.
23.	DEPT. OF PERSONNEL PART-TIME QUARTERLY REPORTS	Retain for 5 years then destroy.
24.	DEPT. OF PERSONNEL ANNUAL REPORTS	Retain for 5 years then destroy.
25.	AGENCY/DEPT. PERSONNEL BUDGET REPORTS	Retain for 5 years then destroy.

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26.	<p>VOTER REGISTRATION Original voter registration form</p> <p>Authorization/request for change of address, name, party, etc.</p> <p>Authorization/request to cancel registration.</p> <p>All records generated in course of producing acknowledgment notices, confirmation mailings, mail verification or any other confirmation of voter status.</p> <p>Notices returned to election offices by registrants responding to verification or confirmation mailings.</p> <p>Rejected applications for voter registration.</p> <p>Declinations to register at public assistance agencies.</p> <p>Statistical records of registration, voting and file maintenance activity required for biennial reporting to FEC.</p>	<p>22 mos. past the last federal election in which the voter was eligible to vote, then destroy</p> <p>"Those records predating installation of the electronic system must be retained permanently and transferred to the State Archives."</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>2yrs., then destroy</p> <p>2yrs., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>2yrs., then destroy</p>
27.	<p>BALLOTS AND RELATED DOCUMENTATION</p> <p>All voted ballots, paper or machine-read, including absentee ballots.</p> <p>Strips or sheets mounted on lever or DRE voting machines (ballot faces), each identified by machines number and precinct.</p> <p>Assembled vote recorder pages (Votomatic), each identified by precinct.</p>	<p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p>

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28.	Provisional ballots and documentation associated therewith.	22 mos., then destroy
	Spoiled ballots.	Until State deadline for initiating contest or recount has passed, then destroy
	Rejected or disallowed ballots and documentation associated therewith.	22 mos., then destroy
	Ballot accounting report.	Until State deadline for initiating contest or recount has passed, then destroy
	POLLING PLACE RECORDS OTHER THAN BALLOTS	
	List of voters used in each polling place.	22 mos., then destroy
	Records containing voter signature, including any oath executed by voter.	22 mos., then destroy
	Listing of those who voted made by poll workers.	22 mos., then destroy
	Any other record reflecting identity of those who cast ballots.	22 mos., then destroy
	Records of challenge to any person's right to vote.	22 mos., then destroy
	Records of implementation of "fail safe" provisions of NVRA.	22 mos., then destroy
	Voter assistance records, identifying both voter assisted and person(s) rendering assistance.	22 mos., then destroy
	Tally sheets, canvass reports, statements of votes.	22 mos., then destroy
	Lever machine, locked at close of polls (non-printer machines only)	Until State deadline for initiating contest or recount has passed, then destroy
AVM Print-o-matic report sheets, opening and closing of polls.	22 mos., then destroy	
Removable data storage device (PROM, memory pack, cartridge, etc.)	For purpose of recount or contest resolution, retain intact until State deadline for initiating contest or recount has passed, then destroy For compliance with USC 42 1974 et seq., retention period is 22 mos. <i>Either</i> save that data storage device itself, or save, on electronic medium, record of programming the device, and the post-election hard copy of its outpost plus the program used to read the device. For detail, then destroy	

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	Poll worker attestations of status of premises and equipment at opening and closing of polls.	22 mos., then destroy
	Reports produced by electronic voting device at opening and closing of polls.	22 mos., then destroy
	Records of write-in votes, if cast other than on a ballot.	22 mos., then destroy
	Records of ballot images, or ballot sets, produced by electronic voting devices.	22 mos., then destroy
	Records of service or maintenance to voting equipment at the polling place.	22 mos., then destroy
	Records of poll worker appointment and service.	22 mos., then destroy
	Records of poll watcher/challenger appointment and service.	22 mos., then destroy
	Records of assignment and delivery of voting equipment.	22 mos., then destroy
29.	ABSENTEE VOTING OTHER THAN BALLOTS	
	Applications for absentee voting.	22 mos., then destroy
	Envelopes in which absentee ballots are returned, including those returned too late to be counted, but excluding blank secrecy envelopes if such are used.	22 mos., then destroy
	Records of challenges to and rejection of absentee ballots.	22 mos., then destroy
	Records or log of the administration of absentee voting.	22 mos., then destroy
30.	VOTING SYSTEM PREPARATION	
	Election database, election definition, ballot design.	22 mos., then destroy
	Records of programming and testing of lever machines.	22 mos., then destroy
	Records of specialization of vote-counting software.	22 mos., then destroy
	Records of programming ("burning") removable data storage devices for precinct tabulators.	22 mos., then destroy
	Records of pre-election testing of electronic vote-counting systems.	22 mos., then destroy
	Test deck(s).	22 mos., then destroy

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31.	<p>VOTE COUNT IN CENTRAL OFFICE (or at regional site)</p> <p>Tally sheets, canvass sheets.</p> <p>All vote-counting software.</p> <p>One copy of all output of computer printer.</p> <p>System log.</p> <p>Ballot images, or ballot sets, produced by electronic voting devices.</p> <p>Records of any verification of the count done before certification.</p> <p>Records documenting plan and activity to ensure security of records, ballots, equipment and premises, including any breaches of security.</p> <p>Records reflecting the certification of the outcome of the election, and copies of notifications sent to winning candidates.</p>	<p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p>
32.	<p>CONTESTED ELECTIONS AND RECOUNTS</p> <p>Procedures and guidelines.</p> <p>Log or diary of activity.</p> <p>Records created for and during the recount.</p>	<p>22 mos., then destroy</p> <p>22 mos., then destroy</p> <p>22 mos., then destroy</p>
33.	<p>VOTER INFORMATION BY ELECTION</p> <p>Election returns by precinct for each election.</p> <p>Voter registration statistics by precinct for each election.</p> <p>Voter turnout statistics by precinct for each election.</p> <p>Precinct map or maps, with boundaries in effect at time of each election.</p> <p>Computerized file of the voter registry at time of each election.</p>	<p>Permanent, Transfer periodically to the State Archives.</p> <p>Permanent, Transfer periodically to the State Archives.</p> <p>Permanent, Transfer periodically to the State Archives.</p> <p>Permanent, Transfer periodically to the State Archives.</p> <p>Permanent, Transfer periodically to the State Archives.</p>