

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY
AGENCY

BOARD OF SUPERVISORS OF ELECTIONS
DIVISION

Item No.	Description	Retention
1	<p><u>REGISTRATION FORM</u></p> <p>This three-part perforated form consists of the following sections: top portion, containing instructions to the registrant; the middle portion, containing space for information on past registrations (this portion is sent to the county of former residence to cancel registration there); and the lower portion, which contains 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.</p>	<p>RETAIN UNTIL NEXT LIKE ELECTION (5 years), THEN TRANSFER HARD COPY TO ST. HALL OF RECORDS AND RETAIN MICROFICHE COPY IN OFFICE.</p>
2	<p><u>Poll Books</u></p> <p>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.</p>	<p>RETAIN THROUGH NEXT LIKE ELECTION (5 1/2 yrs.), THEN DESTROY.</p>
3	<p><u>VOTING AUTHORITY CARDS</u></p> <p>Contains name, address, signature, election, district, precinct, voting order #, Registration Form #, initials of issuing judge and changes in registrants name or address. After election, sent to Data Processing for Key punching for master voter list.</p>	<p>RETAIN THROUGH NEXT LIKE ELECTION (5 1/2 yrs.), THEN DESTROY.</p>
4	<p><u>VOTER LIST (COMPUTER PRINT OUT)</u></p> <p>Prepared 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 THROUGH NEXT LIKE ELECTION (5 1/2 yrs.), THEN DESTROY.</p>
5	<p><u>RETURN SHEETS</u></p> <p>Booklet form return sheets are prepared for each precinct. Official Return Sheets contain the</p>	<p>RETAIN SIX (6) MONTHS, THEN DESTROY.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

3/15/79 *Barry L. Spin* *Chief Clerk*
Date Signature Title

Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. C-493

PAGE NO. 2

m NO.	Description	Retention
	following information: voting machine #, verification 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.	
6	<u>TEMPORARY REGISTRATION CERTIFICATE & VERIFICATION AFFID.</u> 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.	RETAIN THROUGH NEXT LIKE ELECTION (5 1/2 yrs.), THEN TRANSFER TO STATE HALL OF RECORDS.
7	<u>AFFIDAVIT OF PHYSICAL DISABILITY</u> 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.	RETAIN THROUGH NEXT LIKE ELECTION, THEN DESTROY.
8	<u>WRITE-IN BALLOTS</u> 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.	RETAIN THROUGH NEXT LIKE ELECTION, THEN DESTROY.
9	<u>ABSENTEE BALLOTS, INCL. BALLOT ENVELOPES, CERTIFICATIONS, NOTORIAL AFFIDAVITS, MEDICAL CERTIFICATES AND APPLICATIONS UNUSED BALLOTS & PRIMARY BALLOT REPORT SHEETS.</u> The absentee ballots contain spaces for marking candidate choice and yes/no for each question. Recorded onto Absentee Ballot Statement of Canvass, which is retained in office.	RETAIN SIX MONTHS, THEN DESTROY.
10	<u>PETITIONS FOR NOMINATION/REFERENDUM</u>	RETAIN IN OFFICE FOUR (4) YEARS, THEN TO ST. HALL OF REC.
11	<u>CERTIFICATES OF CANDIDACY</u>	RETAIN IN OFFICE FIVE (5) YEARS, THEN TO STATE HALL OF RECORDS
12	<u>CAMPAIGN FUND REPORTS</u>	RETAIN FIVE (5) YEARS, THEN TRANSFER TO HALL OF RECORDS.
13	<u>ELECTION DAY PHONE CALLS</u>	RETAIN THROUGH NEXT LIKE ELECTION THEN DESTROY.