

REQUEST FOR RECORDS RETENTION SCHEDULE
To Be Submitted to the Records Management Division
Hall of Records Commission

extra copy
SCHEDULE
NO. **C-393**
PAGE
NO. 1

1. Requesting Agency: **PRINCE GEORGE'S COUNTY**
2. Division or Bureau of Requesting Agency: **BOARD OF SUPERVISORS OF ELECTIONS**

3. Authorization Requested (Check only one of the squares below).
 A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
 B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
 C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records: Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.
6. Recommendation of Hall of Records and Board of Public Works.

1 REGISTER OF VOTERS (OLD SERIES)

Size: 23" x 18" x 1"
Dates: 1906-1946, inclusive
Quantity: 380 volumes
File Arrangement: By district, chronological and alphabetical
Annual Accumulation: Discontinued in 1947
Index: Thumb index alphabetical by name.

The old series of Registers of Voters is composed of bound volumes, one or more for each of the 21 election districts, showing the precinct, election district, residence, post office, address, surname, christian name, party affiliation, sworn or affirmed age, place of birth, color, sex, time of residence in precinct or district, county or legislative district, and state, naturalized, date of naturalization, court, can read, qualified voter, why disqualified date of application, signature, vote challenged, voted in primary, voted in general, and remarks column. In 1947 this method of registration was superceded by a loose-leaf file card system. (Item 2)

RE
RECOMMENDATION: RETAIN PERMANENTLY OR MICROFILM THEN DESTROY.

7. Agency, Division or Bureau Representative
Robert John Antonetti Signature *Chief- Clerk Board of Elections* Title *2/28/73* Date

Disposal Authorized as Indicated in Col. 6 by Hall of Records Commission.
4/3/73 Date *Mervin L. Radloff* Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
Date Secretary

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2 REGISTRATION OF VOTERS (NEW SERIES)

(Buff cards printed green) 202,000 voters

Size: 5" x 9"

Dates: 1947 --

Quantity:

- (1) 455 loose leaf binders with active records
- (2) 3 Diebold Rotary Files (213 trays 12" each) with duplicate copies (green card printed green) of active records. (NON RECORD)
- (3) 30 file drawers (double 17" x 26") with duplicates (green cards printed green) of inactive records. (NON RECORD)
- (4) 15 file drawers (double 17" x 26") with inactive buff cards.

File Arrangement:

- (1) Loose-leaf file binders alphabetical by district and precinct.
- (2) Duplicate active - alphabetical.
- (3) Duplicate inactive - alphabetical.
- (4) Buff inactive alphabetical by district and precinct.

Annual Accumulation:

Buff active - 60 loose-leaf binders
Buff inactive - 7 double drawers
Green duplicate active - 20 trays 12"
Green duplicate inactive - 7 double drawers

RECOMMENDATION: RETAIN PERMANENTLY OR MICROFILM THEN DESTROY.

3 COMPUTER LISTING (NON RECORD)

Size: 15" x 11" continuous folding forms

Dates: 1972 --

Quantity: 20 linear feet

File Arrangement: Random

Annual Accumulation: 20 linear feet.

Index: None

Used as backup to check accuracy of actual files. Sometimes cards are misfiled, as loose-leaf files are in constant use for updating, recording, removal, etc. Includes monthly purge listing of names to be removed from active Register of Voters. Computer listing upon

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request by any arrangement desired, i.e., alphabetical, district, precinct, street address, assigned voter identification number.

RECOMMENDATION: DESTROY COMPUTER LISTINGS AFTER RECORD MATERIAL HAS BEEN POSTED TO ACTIVE REGISTER OF VOTERS.

APPLICATIONS FOR ABSENTEE REGISTRATION BY REGISTERED AND UNREGISTERED VOTERS

Size: 4" x 9" cards

Dates: January 1972 --

Quantity: 4 linear feet

File Arrangement: Alphabetical

Annual Accumulation: 5 linear feet

Index: Alphabetical card index and loose leaf file alphabetical index (pink for civilian yellow for military, green for disabled, blue for civilian continuously absent thirty days prior to closing Voter Registration Book. White for citizen outside U.S. planning to return to country.)

Records are application for ballots mailed to Board. After receipt, Board mails ballots to applicant, Applicant not registered until completed ballot is reviewed. These are not used as the basis for registration.

RECOMMENDATION: RETAIN UNTIL SIX MONTHS AFTER ELECTION FOR WHICH APPLICATION WAS FILED, THEN DESTROY.

5

OATHS OF OFFICE

Size: 5½" x 8½" sheets

Dates: 1970 --

Quantity: 1 linear foot

File Arrangement: By election district and precinct.

Annual Accumulation: ½ linear foot

Index: None

Records are oaths taken by persons approved as officers of registration and election for the county appointed for two year terms.

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RECOMMENDATION: RETAIN AS LONG AS INDIVIDUAL HOLDS OFFICE AND FOR 5 YEARS THEREAFTER, THEN DESTROY.

6 CERTIFICATES OF CANDIDACY

Size: 8½" x 11" sheets
Dates: 1970 --
Quantity: 10 linear feet
File Arrangement: Alphabetical
Annual Accumulation: 5 linear feet
Index: None

These records are forms filed with Election Board announcing candidacy for public office.

RECOMMENDATION: RETAIN FOR TWO YEARS AFTER CURRENT ELECTION, THEN DESTROY.
(ELECTION CODE ART. 33, 8-3)

7 CANVASS SHEETS (REPORT OF BOARD OF CANVASSERS)

Size: 22" x 30" sheets (size varies)
Date: 1952 --
Quantity: 200 sheets
File Arrangement: Chronological
Annual Accumulation: 12 sheets
Index: None

These are used by clerks in the office of the Board of Supervisors of Elections for recording election results as reported in Item 8 below for the Board of Canvassers, and from absentee ballots. Contain official results of election by district, precinct, total military absentee, civilian absentee, and by congressional district.

RECOMMENDATION: RETAIN PERMANENTLY, OR MICROFILM, THEN DESTROY

8 TALLY RETURN SHEETS (REPORT SHEET OF THE STATEMENT OF CANVASS)

Size: 22" x 30" Sheets (size varies)
Dates: 1971 --
Quantity: 484 sheets (4 sets)
File Arrangement: Chronological

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	<p>Annual Accumulation: 363 (3 sets) starting 1971 Index: None</p> <p>These are used by election judges in precincts to record the election results from voting machines.</p> <p>RECOMMENDATION: RETAIN ONE SET THREE YEARS, THEN DESTROY.</p>	
9	<p><u>VOTER'S AUTHORIZATION CARDS AND COMPUTER LISTING OF PERSONS VOTING. (Poll)</u></p> <p>Size: 7³/₈" x 3¹/₄" (IBM Card) Dates: 1970 -- Quantity: 202,000 cards, 5 linear feet computer listings File Arrangement: Chronological Annual Accumulation: 202,000 cards, 5 linear feet of computer listings Index: Alphabetical by election year.</p> <p>Cards are given to voters by precinct judges as they enter voting machine booths, after which, voting election judge places it in an envelope which is returned to the Office of Board of Supervisors of Elections. Then all cards are processed by Data Processing to prepare an alphabetical listing of all persons who voted.</p> <p>RECOMMENDATION: DESTROY CARDS AFTER PREPARATION OF COMPUTER LISTING. RETAIN COMPUTER LISTINGS (POLL) FOR 3 YEARS, THEN DESTROY.</p>	
10	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Size: 8¹/₂" x 11" letters (size varies) Dates: 1969 -- Quantity: 20 file drawers File Arrangement: Chronological by month Annual Accumulation: 5 file drawers Index: None</p> <p>Records of official correspondence of the Board, registration statistics, requisitions, purchase orders and official transactions.</p>	

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11	<p>RECOMMENDATION: RETAIN FOR THREE YEARS THEN DESTROY.</p> <p><u>BALLOT ENVELOPES OF ABSENTEE VOTERS</u></p> <p>a. Civilian and Military Non-Registered</p> <p>Size: 4" x 9½" Dates: 1972 -- Quantity: 4 linear feet File Arrangement: Chronological and alphabetical Annual Accumulation: 5 linear feet Index: None</p> <p>b. Disabled and Students - Non-Registered</p> <p>Quantity: 1 linear foot Annual Accumulation: 1 linear foot</p> <p>c. Civilian Registered</p> <p>Quantity: 3 linear feet Annual Accumulation: 3 linear feet. Used for voting, not for registration.</p> <p>d. Disabled, Student, and Military - Registered</p> <p>Quantity: 4 linear feet Annual Accumulation: 4 linear feet. Used for voting, not for registration.</p> <p>Envelope bears Oath of Absentee Resident. It is used as official basis for registration. Information is extracted and placed on official Registration of Voters (Item 2). Used to transmit voter's ballot to Board of Supervisors of Elections. Ballots are extracted, counted, and retained separately. (Item 12)</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY. (ELECTION CODE ART.33, 27-9 STATES "...ALL VOTERS APPLICATIONS, MEDICAL CERTIFICATES, NOTORIAL AFFADAVITS, CERTIFICATIONS, BALLOT ENVELOPES AND BALLOTS SHALL BE RETAINED SIX MONTHS.")</p>	

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12	<p><u>BALLOTS</u></p> <p>Size: 14 3/4" x 17 1/2" (size varies) Dates: 1971 -- Quantity: 4 linear feet File Arrangement: Chronological Annual Accumulation: 6 linear feet, starting 1972 Index: None</p> <p>Used by absentee voters to cast votes</p> <p>RECOMMENDATION: RETAIN 3 YEARS THEN DESTROY. (SEE ART 33, 27-9)</p>	
13	<p><u>ELECTION MAPS</u></p> <p>Size: Varies Dates: 1968 -- Quantity: 250 (22 originals - balance stockpile of copies) File Arrangement: District Annual Accumulation: 150 (stockpile) Index: None</p> <p>Prepared under commercial contract (Mylar original) and revised as necessary. Copies reproduced for sale to the public as demanded. Mylar originals are copyrighted property of Robert LaRue so may not be destroyed without his permission.</p> <p>RECOMMENDATION: RETAIN ORIGINALS PERMANENTLY OR UNTIL NO LONGER USEFUL THEN RETURN TO COPY-RIGHT OWNER.</p>	
14	<p><u>STREET INDEX (COMPUTER LISTING)</u></p> <p>Size: 15" x 11" x 1 1/2" book containing listing Dates: 1972. Quantity: 8 books (all identical) File Arrangement: Alphabetical by street Annual Accumulation: 1 linear inch Index: 4 boxes of IBM cards alphabetical by street showing map grid reference, district and precinct, house address numbers -- same information as on listing, since cards are used to create listing.</p>	

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	<p>Listings used by election clerks to locate district and precinct on maps from street names. It also contains house numbers on each street, legislative and congressional district, and zip code. Revised every 2 months.</p> <p>RECOMMENDATION: DESTROY ALL 8 COPIES UPON RECEIPT OF REVISED LISTINGS.</p>	